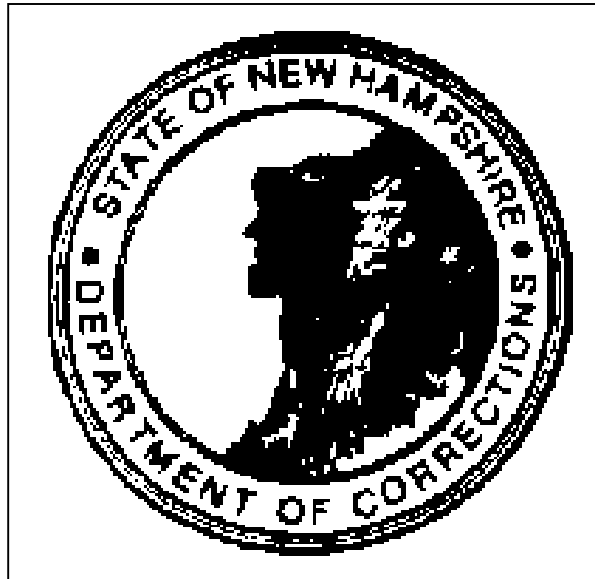


NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

Annual Report

For The Fiscal Year Ending June 30, 2002



State of New Hampshire

Jeanne Shaheen
Governor

Raymond S. Burton
Executive Councilor
First District

Peter J. Spaulding
Executive Councilor
Second District

Ruth L. Griffin
Executive Councilor
Third District

Raymond M. Wieczorek
Executive Councilor
Fourth District

David K. Wheeler
Executive Councilor
Fifth District

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Les Dolecal, Assistant Commissioner

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The New Hampshire Department of Corrections Annual Report for the Fiscal Year that began on July 1, 2001 and ended on June 30, 2002 is published by the New Hampshire Department of Corrections, PO Box 1806, Concord, New Hampshire, 03302-1806. For information, please call (603) 271-5600. Circulation: 500. The Annual Report is also available on the Department of Corrections web page at www.state.nh.us/doc.

Commissioners Report - Commissioner Phil Stanley

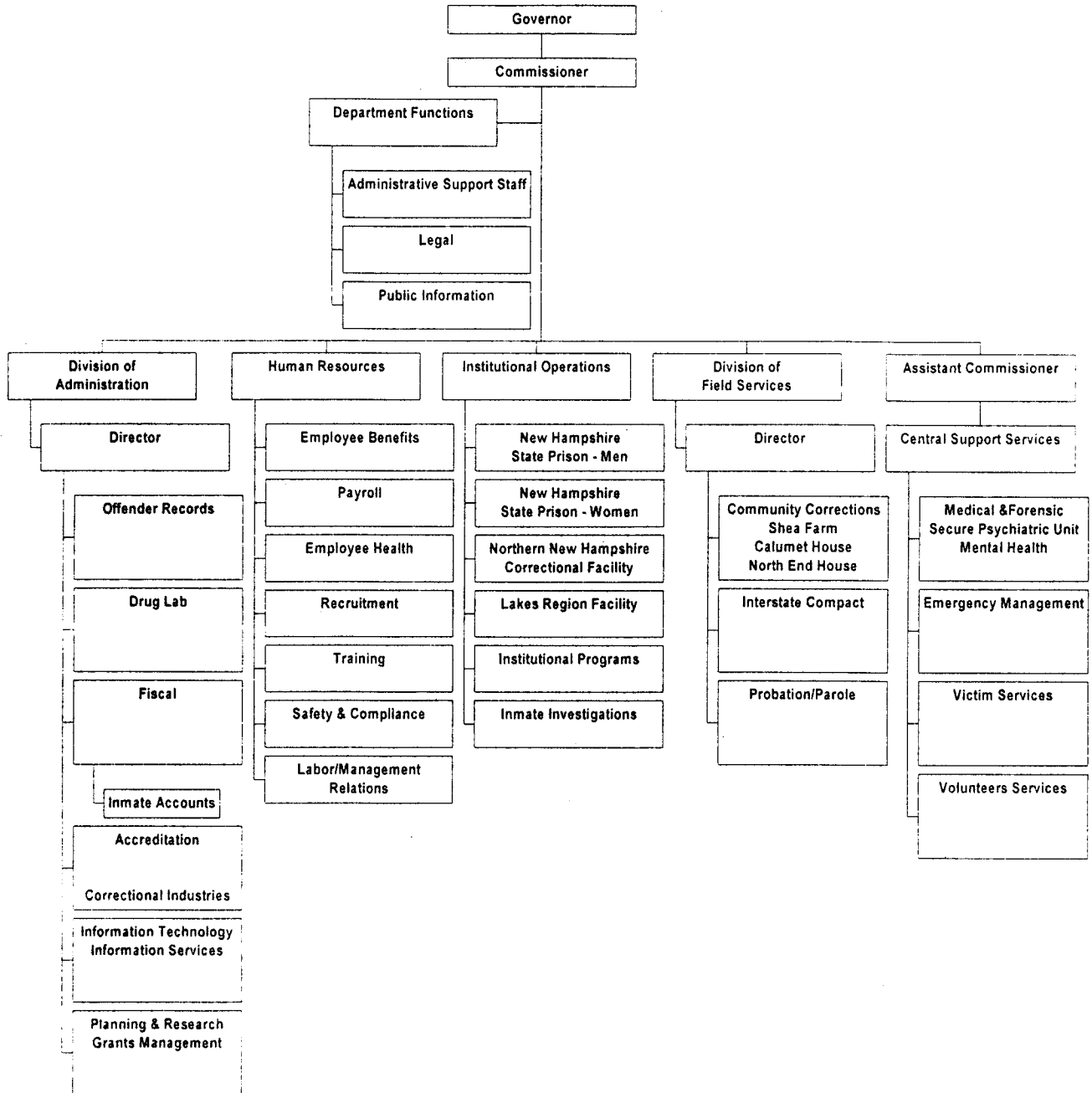
It is with pleasure that I submit the Department of Corrections annual report for Fiscal Year 2002 as required by RSA 21H.

- In March 2002, the statewide inmate population surpassed 2,500 for the first time. Also during FY-02, the Northern New Hampshire Correctional Facility reached its full capacity of 500 inmates.
- There were no significant capital projects during FY-02. However, a water main break in the North Yard of the men's prison temporarily halted the production of license plates. Utilizing inmate labor, we were able to repair this water main.
- Les Dolecal was appointed Assistant Commissioner. While her duties were not scheduled to begin until FY-03, we are confident and optimistic that she will be a positive addition to the department.
- Other improvement projects during FY-02 included the construction of a new bathroom at Calumet House, the renovation of the former prison retail store into the new Merrimack County Field Services District Office, and the rebuilding of control room panels throughout our institutions. These projects were completed using staff and inmate labor. We are also using inmate labor in the ongoing construction of a new Industries unit at the Northern New Hampshire Correctional Facility.
- Rising medical costs significantly contributed to increases in the department's operating budget. In March, the Legislative Fiscal Committee allocated an additional \$1,654,165 to be used exclusively for medical costs. The funds were derived from an additional allocation of \$796,671 and the transfer of \$857,494 in other existing revenue.
- There were significant changes to reporting procedures within the department's health services division in FY-02. Effective January 7, 2002, medical, dental, and mental health services at each prison began reporting to the Wardens. The position of Director of Medical and Forensic Services became a Central Office position advising the commissioner on matters of policy, budget, service-delivery, quality assurance, legislation, and added responsibilities. These changes were consistent with recommendations made in a Technical Assistance Report from the National Institutions of Corrections.
- In an effort to streamline programs and services for offenders, the Summit House Programs in Concord and Laconia were combined into one and relocated to the Lakes Region Facility. Summit House is also available at the Berlin prison. Because of rising inmate population, the former Summit House dorms in Concord are now being utilized for Reception and Diagnostic. Similarly, the Sexual Offender Program in Concord was relocated to the Hancock Unit so that the former dormitories could be used for an additional Reception and Diagnostic unit.
- The department received a federal Youthful Offender Re-Entry grant. Working with the New Hampshire Division of Youth Development Services, this will enable us to develop programs and services to assist offenders under age 35 as they are released or paroled from their sentences in the Manchester area.
- A significant amount of staff time was devoted to future planning for the way inmate programs are provided and reviewed. The results of these efforts are detailed in the strategic planning section located on Page 2 on this year's annual report.

Respectfully Submitted,

Phil Stanley
Commissioner

STATE OF NEW HAMPSHIRE
Department of Corrections



**Department of Corrections
Commissioner's Office
105 Pleasant Street, Fourth Floor
Concord, NH**

**Phil Stanley, Commissioner
Les Dolecal, Assistant Commissioner**

Barbara Olson, Executive Assistant
John Vinson, Legal Counsel
Lisa A. Currier, Human Resources
Jeffrey J. Lyons, Public Information Officer

The New Hampshire Department of Corrections oversees the operations of all entities within this state agency. This includes approximately 10,000 offenders in four state prisons, three halfway houses, the Secure Psychiatric Unit, and in the Division of Field Services. The Department of Corrections was created by RSA 21-H and became operational on December 19, 1983.

STRATEGIC PLANNING

During the last biennium (FY-01-FY-02), the Department of Corrections conducted a series of program planning meetings. During these workshops, staff provided expertise and input as we reviewed and analyzed currently existing programs, offender needs, and national trends. These work sessions included a wide array of discussion in which staff were urged to provide input to improve programs.

The discussion has led to a number of programming initiatives. The three initial areas of focus are the classification process, the intake process, and enhancement of programs for offenders with substance abuse issues.

- Classification. This is the primary system for assigning inmates to appropriate prisons and programs. Following a technical assistance review from the National Institute of Corrections, we are revising the classification system. This is the cornerstone of any future programming decisions. Improved classification will also inform NH-DOC management about the best utilization of current facilities.
- Reception and Diagnostic process. Quality assessment of offenders is paramount. During the first month of an offender's incarceration, all of the required testing and an initial case plan will be completed. This includes comprehensive testing in mental health, substance abuse, education, vocation, and other needs areas. All inmates will be screened using the Alcohol Severity Index to provide us with a better view on exactly how many offenders have substances abuse problems. In addition to this testing, we will assess sex offenders to determine their viability for entry into the Sex Offender Treatment Program.
- Substance Abuse treatment. A committee is designing a multi-track program to better accommodate these offenders. As these changes occur, we are making an effort to inform the courts, prosecuting attorneys, and public defenders so that they will know what programs are available once an offender comes to prison. Offenders must demonstrate amenability to treatment to be included in the program.

Committee work on substance abuse treatment is nearing an end. In FY-03, we will begin to address other programming efforts in the Department. Additional program areas that will require substantive planning are:

- Academic Education
- Vocational Education
- Industries
- Volunteer programs
- Sex Offender treatment
- Pre-release programs
- Recreational programs
- Religious programs

We will need to analyze the research literature that informs us of the best practices. The goal of this planning will be to assure that NH-DOC is operating the optimum programs that will lead to offender change.

HUMAN RESOURCES - Lisa Currier, Administrator

Human Resources is a service Bureau to the employees and managers of the New Hampshire Department of corrections and is a liaison with a variety of other state agencies. The Bureau administers the personnel and payroll functions of the Department. Other major functions are recruitment, selection, retention, promotion, worker's compensation claims processing, benefits administration, employee health, safety and compliance, staff development and training as well as managing a system in tracking employee investigations.

The Payroll Section manages disbursements, time, and attendance and leave accounting, overtime, longevity, holiday pay and worker's compensation claims processing.

The Recruitment Section manages a program by using sound selection processes, using job postings to attract internal candidates and advertising techniques to attract a diverse applicant base for external recruitment; striving to ensure the hire of high quality individuals in a timely and cost effective manner.

The Employee Health Section maintains a risk management and disability case management program to promote safety and health ensuring that employees are fit for duty, while working closely with employees and managers ensuring compliance of the Family Medical Leave Act and Americans with Disabilities Act. The Employee Health Section along with our Safety and Compliance Section work together to ensure that hazards in the workplace are reduced striving to reduce worker's compensation claims and to maintain a safer work environment.

The Employee Benefit Section tracks employee data, employee movement and departmental positions and is responsible for reconciliation and payment of employee health care premium bills and dental bills.

The Human Resource Bureau and Training Bureau strives to provide appropriate training in progressive discipline, counseling and other personnel issues that aide managers in working with their employees to meet Administrative Rules requirements. On-going training is provided through a Basic Supervisor Program to current and newly promoted managers to aid them in their role a supervisor.

In addition to the above, Human Resources helps to ensure that all newly hired employees begin their careers at the Department of Corrections in a positive, encouraging and productive manner. We provide a formal orientation program for newly hired employees that begins their first day of employment. The Bureau maintains employee records, processes reports as needed and provides appropriate information for management decision making and assists in the establishment of new positions and the reclassification of current ones. The Bureau provides a system that will notify managers that performance reviews are due for employees and monitors that at least, a yearly performance review is received for each employee as well as providing information and training to supervisors so they are knowledgeable in performance review practices. The Bureau also maintains effective working relations with labor and management supporting open communication and negotiation.

BREAKDOWN OF STATE CORRECTIONS PERSONNEL

	FY-99	FY-00	FY-01	FY-02
Executives	9	10	9	9
Managers/Administrators	50	54	66	66
Corrections Officers	510	649	644	644
Probation/Parole Officers	75	76	76	76
Medical Personnel	40	48	55	55
Teachers/Instructors	28	37	34	35
Shop Supervisors/Tradesmen	64	65	79	79
Recreational Personnel	1	2	1	2
Clerical/Administrative	104	155	127	131
Psychologists/Social Workers	59	66	72	66

TOTALS	940	1,162	1,163	1,163
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TRAINING BUREAU WILLIAM V. WHEELER, DIRECTOR

The Training Bureau coordinates the provision of all pre-service, in-service and elective training to employees of the Department of Corrections. This is accomplished by utilizing four full-time trainers, contract instructors, and "adjunct" trainers drawn from the ranks of DOC employees.

DOC training must satisfy requirements found in Federal, State, and professional association standards. Materials used for creating lesson plans include professional periodicals, books, reports, lesson plans and position papers. Many of these materials are obtained from the National Institute of Corrections.

For FY 2002, the Training Bureau not only provided and coordinated the provision of training, but also initiated a number of structural changes that will be the basis for the Bureau's continuing efforts to decentralize and divisionalize certain key training functions. Decentralization will increase the influence and impact that DOC employees have on the content and delivery of training; and will enable the Training Bureau to focus on employees' professional and career development.

Major accomplishments for FY 2002:

- Conducted three Corrections Academies and graduated one hundred Corrections Officers, two Probation/Parole Officers and twenty-two support and professional staff.
- Initiated ongoing Basic Supervisory Training for senior and mid-level managers.
- Hosted NIC Management Development for the Future Training for senior and mid-level managers and supervisors.
- Provided DOC employees access to NIC Videoconferences as a regular Training Bureau service.
- Created a Training Calendar and made it available on Microsoft Outlook.
- Adopted a standard lesson plan format and made it electronically available to instructors.
- Constructed of new database that will track training and provide key reports for DOC supervisors and managers.
- Integrated Field Services training records into Training Bureau data bases.
- Created training partnership with Transformations Program at LRF to provide continuous instruction in Word and Excel to DOC employees.
- Initiated major effort to review and revise all lesson plans.
- Worked with DOC firearms instructors to develop and implement new Department-wide Course of Fire and new Weapons Safety lesson plan.
- Reorganized Training Advisory Committee into a working committee comprised of subcommittees examining key aspects of Training Bureau activities and outcomes.
- Made major additions to the Training Bureau Library.
- Relocated within Headquarters from the cramped fourth floor office to more functional offices on the third floor.

HOURS OF INSTRUCTION PROVIDED/COORDINATED BY THE TRAINING BUREAU FOR FY 2002:

July 1, – December 31, 2001: **1,559 hours**

January 1 – June 30, 2002: **2,151 hours**

These totals include Corrections Academies and exclude ACA correspondence course, non-Academy PSTC courses and outside conferences and workshops.

HOURS OF INSTRUCTION MULTIPLIED BY NUMBERS OF PARTICIPANTS

July 1 - December 31, 2001

January 1 - June 30, 2002

Provided/coordinated by Training Bureau	29,733	34,878
Non-Academy PSTC courses	9,415	2,538
ACA	18,923	29,600
Outside	1,541	3,218

***PUBLIC INFORMATION OFFICE- Jeffrey J Lyons, public
information officer***

Major accomplishments

- We developed an in-service staff training program entitled "The Image of the DOC and Ways to Enhance It." This is geared to employees who come into contact with the public in their line of work.
- We continued to make modifications and updates to the NH-DOC web page. The FY-01 Annual Report was published online for better public access.
- We organized and conducted a general tour inside the walls of the Concord prison for members of the media.
- We participated in approximately 30 speaking engagements for a variety of non-profit and business organizations.
- We issued 36 news releases. The topics included the appointments of new wardens and administrators, announcements on facility accreditation, the grand opening of Corrections Creations, information on public tours, life-saving actions of staff, changes to the department's medical unit, and updates on major investigations.
- We responded to approximately 50 research inquiries from college and high school students.
- We responded to an estimated 900 general inquiries from members of the public, law enforcement agencies, and other Corrections Departments.
- With the assistance of the Information Technology Division, we developed an easy-to-use monthly inmate roster, which we distributed to businesses, state and local agencies, and members of the public for a printing fee.
- We responded to 6 public information requests as defined by RSA 91:A.
- We responded to over 300 media inquiries and arranged interviews with over 100 inmates and 50 staff.
- We answered approximately 75 surveys and questionnaires from national publications and organizations.
- We sought out new venues in which to promote the prison system such as on the New Hampshire State highway map and through publications of other state agencies.
- We published a monthly employee newsletter entitled "What's Up DOC?"
- We prepared a monthly report to the Governor's Office from the Commissioner.

VICTIM SERVICES - Peter Michaud, Coordinator

The New Hampshire Department of Corrections strives to continuously improve assistance and support for crime victims and survivors. Collaboration with community and statewide stakeholders assures we are responsive to the interests of victims as we fulfill our public safety responsibilities. With respect for the rights and experiences of victims and survivors, we are committed to keeping interested citizens informed, involved and safe.

The Victim Services Action Plan includes multiple strategies developed following research of model correctional programs, collaboration with victim advocates and other stakeholders, and recommendations from a national training and technical assistance project during 2000.

Services and supports available to victims and survivors include:

- Notification of inmate custody changes
- Advocacy and support during inmate reduced custody processes
- Accompaniment and advocacy at parole hearings
- Reasonable protection from offender intimidation and harassment
- Outreach, information and referral
- Tours of correctional facilities
- Victim-offender dialogue (by victim request only)
- Participation with **IMPACT** programming

Victim Notification

Upon request, timely notification is provided about inmate custody changes involving facility transfers, reduced custody, releases, parole revocations, escape and death of inmate. During SFY 2002, new requests were accepted for 238 victims/survivors to receive future notifications. At year's end, more than 1,500 victims/survivors of 909 current inmates are registered for notification.

Advocacy, Support and Information

Victim Services staff documented 2,125 contacts with 960 victims and survivors. 40% were related to sexual assault, 40% other violent offenses, 5% domestic violence (not including inmates with criminal convictions regarding family violence), and 15% other non-violent crimes. Some victims and survivors feel anxious about their safety when inmates are considered for reduced custody or release. With respect for their concern, the Victim Services Office collaborates with prison classification, community corrections and parole board staff to promote victim safety. Victim Services staff provided victim support during 27 hearings before the Adult Parole Board.

Crime victims have a right to be free from intimidation by the offender. The NHDOC offers reasonable measures for supporting the emotional and physical safety of victims. On 22 occasions, the Victim Services Office advocated for victims complaining of intimidation or harassment by inmates.

Victims Served - Crime Types



* Inmates w/ criminal convictions involving D/V are included in other crime types

Victim-Offender Dialogue

The NHDOC recognizes the long-term impacts of violent crime and respects the associated trauma, grief and recovery which crime victims and survivors experience. Some people seek an opportunity to meet constructively with the offender to assist in recovery and healing. They typically want to meet face-to-face to discuss the offense and its personal impacts. Following extensive individualized preparation with the victim and offender, trained co-facilitators guide a conversation in which both parties voluntarily participate.

In collaboration with prosecution-based victim-witness advocates, community mediation agencies and corrections personnel, extensive planning resulted in Protocols for Victim-Offender Dialogue being formalized. National leaders in the field conducted a 30-hour advanced training for corrections staff and community-based facilitators. Seven victim-initiated requests for Victim-Offender Dialogue were received during SFY 2002.

IMPACT

This is an educational, self-improvement program available to inmates at Lakes Region Facility, NH State Prison for Men, and Northern NH Correctional Facility. The classes of **IMPACT** include discussions, written exercises, and guest presentations to teach offenders about the physical, emotional and financial impacts of crime. It is an opportunity for inmates to improve empathy toward other people and for interested victims and survivors to be involved in correctional efforts to prevent further victimization in the community. **IMPACT** addresses the harms caused by property crime, robbery, assault, homicide, domestic violence, sexual assault, hate crime, driving while intoxicated/drug offenses, child abuse and crimes against the elderly.

The first year of **IMPACT** saw 184 inmates participate. (Several did not complete the program due to unrelated issues.) Five correctional staff served as **IMPACT** instructors. Seven volunteers and victims/survivors donated twenty-two hours as guest presenters.

Victim Services Liaisons

Each NHDOC facility and district office includes a staff person serving as Victim Services Liaison. These 18 individuals, representing probation-parole, security and correctional programs promote communication, responsiveness and victim-sensitive principles and practices at each location. They collaborate with the Victim Services Coordinator, other NHDOC staff and community stakeholders to improve our practices addressing the needs of victims and survivors.

INVESTIGATIONS

Effective November 1, 2001, Investigations was reorganized. Investigators began reporting directly to the Warden of each facility.

MAJOR INCIDENTS:

- On December 24, 2001, The Special Emergency Response Team (SERT) removed 16 inmates from the Close Custody Unit at the Concord prison after the offenders were disobeying Corrections Officers and disrupting the unit. The incident was brought under control with no significant injury to staff or inmates.
- On May 3, 2002, at the Concord prison, three staff talked down an inmate from the third floor balcony of his housing unit. He attempted to take his own life. Two Corrections Officers and a Mental Health counselor were able to prevent a more serious incident.

ESCAPES

There were zero (0) escapes from inside the secure perimeter during FY-02. There were 10 walkaways from minimum-security facilities in FY-02. The breakdown is as follows:

NH State Prison/Men: 3 (Minimum Security Unit)	Secure Psychiatric Unit: 0
NH State Prison/Women: 0	Calumet House: 3
Lakes Region Facility: 1	Shea Farm: 1
Northern NH Correctional Facility: 0	North End House: 1

ASSAULTS

The total number of inmate on inmate and/or inmate on staff assaults registered at the New Hampshire State Prison for Men in FY-02 was 104. Assaults are registered when an inmate seeks medical care. Here is the breakdown of Inmate on Staff assaults.

YEAR	NUMBER OF ASSAULTS	NUMBER OF INMATES
1998	33	1,683
1999	21	1,642
2000	39	1,515
2001	23	1,336
2002	20	1,378

HEARINGS:

During FY-02, the Hearings Office processed 9,189 Disciplinary Reports.

Of the 9,189 D-reports processed 1,215 were major violations and 7,974 were minor violations.

Total restitution ordered for FY-02 Totaled \$92,924.48.

**NH Department of Corrections
Division of Administration
105 Pleasant Street, Third Floor
Concord, NH**

Donald A. Veno, Director

Barbara A. Cotton, Administrator, Fiscal Management
Cindy Crompton, Administrator, Offender Records
Robert Ness, Jr., Manager, Office of Information Technology
Patricia Fortin, Accreditation Manager
Joan Schwartz, Ph.D., Director, Office of Research and Planning
Jack A. Wawrzynski, Chief, Laboratory Services
Gary Arceci, Auditor
Dennis Race, Administrator, Division of Industries

Acreage: The total acreage managed by the New Hampshire Department of Corrections is 1,073.47 in Belknap, Coos, Hillsborough, and Merrimack Counties.

The average inmate population for FY-02 was 2,433.

The Division of Administration provides administrative support to all of the Department of Corrections and includes the bureaus of Fiscal Management, Information Services, Accreditation, Research and Planning, Industries, Offender Records and the Drug Testing Lab.

FISCAL MANAGEMENT (17 staff)

Fiscal Management is responsible for:

- Budgeting
- Accounting
- Financial analysis
- Accounts payable
- Accounts receivable
- Grants management
- Procurement
- Budget execution
- Financial controls
- Resident banking operations
- Travel accounts
- Data processing
- Trust funds
- Correctional industries financial operations
- Allied functions

INFORMATION TECHNOLOGY (11 staff)

Information Technology provides data processing and computer network support for the entire Department.

The Information Technology Manager reports to the Director, Administration and Fiscal Management Division, and has planning and operational responsibility for the Department's computer network environment. The incumbent also provides staff oversight for telecommunications and visual information systems.

The Bureau of Computer Applications and Networking provides data processing and computer network support for the entire Department. These include the following activities:

- Operates and maintains the Automated Prison System that supports administrators with the management of inmates.
- Operates and maintains the Probation and Parole Offender Management System that Field Services employees use to process funds collected from offenders on Probation/Parole, which in turn reimburse victims of crime as well as the State.
- Provides statistical information to Department administrators and upon request to the legislative branch, courts, federal, state and local agencies
- Operates and maintains the NHDOC network spanning four prison facilities, three halfway houses, eleven Field Service offices and the Central Office.
- Installs PC hardware/software and networking components.
- Conducts tests to assure systems are operating correctly
- Assists employees resolve challenges associated with application usage
- Monitors security procedures to prevent unauthorized access to systems

The major effort in Information Technology has been the in-house development and fielding of the new PPOMS.

AUDITING (1 staff)

- Perform audits and examinations of the department's bureaus and programs to measure compliance with applicable laws and generally accepted accounting principles
- Review internal controls of the department's various bureaus and programs
- Investigate actual and potential lapses of internal control and incidents of risk
- Produce audit reports citing exceptions and recommending corrective action
- Meet with department staff to offer assistance when corrective action is recommended
- Meet with department administration and plan auditing requirements of the department

OFFENDER RECORDS (6 staff)

- Manage records for each offender
- Compute sentencing
- Manage sentencing and time credits
- Prepare synopsis used by Commissioner, Warden, Court, Attorney General, and Governor and Executive Council
- Prepare necessary documents for Interstate Agreement on detainers
- Prepare transfer packets for county/interstate placement
- Compile daily change sheet to record inmate housing/cell movement
- Notify Parole Board office of inmate eligibility for Parole hearings
- Manage the storage and retrieval of Offender records

OFFICE OF RESEARCH AND PLANNING

The Office of Research and Planning was created in 1999 to enable the DOC to conduct research on its programs and practices and make better use of research on *best practices* to inform the design of its programs, policies and procedures. Due to limited resources, the Office of Research and Planning does not have the capacity to conduct its own research studies, and therefore relies heavily upon outside public and private researchers with an interest conducting research on corrections' programs and offenders under DOC supervision.

The Office of Research and Planning oversees and monitors all research studies conducted by outside researchers. Over the past year, the DOC has participated in five research studies conducted by researchers outside the DOC. Among these were a process and outcome evaluation of the DOC's substance abuse treatment programs, an evaluation of the DOC's community drug testing program for offenders on probation, and a study designed to measure the effectiveness of prescription drug protocols designed to reduce high cholesterol among the agencies inmate population. In addition, the DOC is participating in a tri-state "reparative vs. traditional probation" study of offenders in Vermont, Maine and New Hampshire.

In addition, the Office of Research and Planning is responsible for monitoring a variety of federal grants awarded to the DOC through the state Attorney General's Office and the Office of Justice Programs (OJP) in Washington. Among the grants awarded to the DOC by the AGs office are: a Violence Against Women Act (VAWA) grant, used to support a probation and parole office dedicated solely to supervising offenders in domestic violence cases; a Victims of Crime Act (VOCA) grant, used to support the DOC's Victims Services Program; a Residential Substance Abuse Treatment (RSAT) grant, used to support the Summit House Program; and, the Youth Offender Program (YOP), used to support tuition and books for offenders taking tuition-based classes at the prison who might not otherwise afford these classes. Among the grants awarded directly from the US Department of Justice's Office of Justice Programs is a \$2 million grant to support the DOC and Division of Juvenile Justice Services "Going Home" reentry initiative for incarcerated youth and adult offenders transitioning back into their communities.

The DOC is also involved with several grants from sources other than the New Hampshire Department of Justice. These include a federal Violence Against Women Act (VAWA) grant awarded to Strafford County to support a coordinated approach to reducing domestic violence in the community. The DOC's portion of this grant is used to support a full-time officer to offenders of domestic violence cases who are on probation or parole. The DOC also benefits from a New Hampshire State Incentive Grant

from the NH Division of Alcohol and Drug Abuse Prevention and Recovery to aims to improve the parenting skills of offenders and improve access to community resources for the children and spouses of incarcerated offenders.

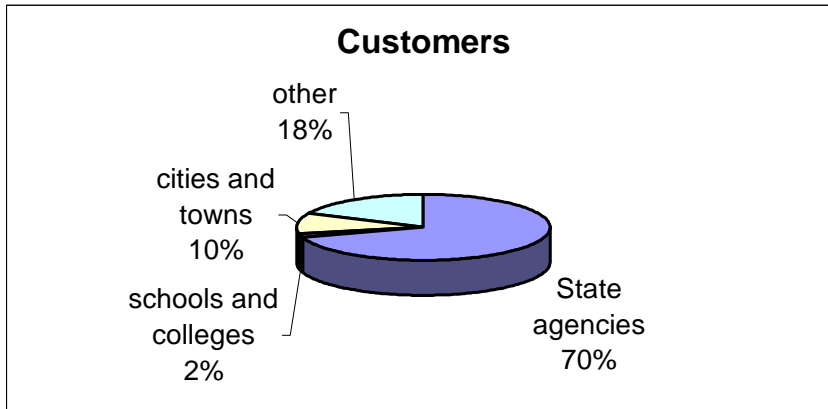
ACCREDITATION OFFICE (1 Staff)

The NH Department of Corrections is one of five states that has all of its facilities, Central Office and Field Services accredited by the American Correctional Association (ACA). The accreditation office is responsible for ensuring that each facility's standards stays in compliance with ACA Standards. Each prison facility has approximately 490 standards they must comply with. Community Corrections has approximately 244 standards. Field Service has approximately 230 standards and Central Office has approximately 150 standards. Each site must go through a national ACA Audit every three years.

The Accreditation Office is also responsible for ensuring that the Department's policies and procedures comply with the ACA Standards. This office reviews and prepares the policies for distribution and for view on the Intranet.

PRISON INDUSTRIES

- Employs 300 inmates per day
- Paid for through revolving fund
- Sales of \$2.6 million covers staff/inmates costs - profits returned to General Fund



NHSP/M Prison Shops

- Plate Shop - Makes license plates for Dept. of Safety. Employs 21 inmates daily.
- Sign Shop - Produces street/traffic signs, engraved items, desk signs, nametags, other products. Employs and trains 33 inmates daily.
- Print Shop - Offers desktop publishing and camera work. Prints letterhead, envelopes, reports, stickers, decals, buttons, and requested items. Employs and trains 60 inmates daily.
- Wood Shop - Makes standard office products such as book cases, coat racks, foot lockers, and can custom make tables, desks, and other products made from wood for state agencies. Employs and trains 46 inmates daily.
- Information Technology Department - Maintains databases for other state agencies, performs data entry services, produces mail labels, performs billing and inventory services, and is available to support cities and towns. Refurbishes over 600 computers annually for the Governor's Computer in the Schools Program. Employs and trains 69 inmates daily.
- Farm - Provides an outside work situation for inmates. The farm grows vegetables for prison use, produces campfire wood for state campgrounds, cuts cordwood, harvests hay, and provides relocation services. Recycling and other special projects are undertaken. Employs and trains 20 inmates daily.
- Tailor Shop - Produces sheets, towels, and pillowcases and repairs and alters clothing. Employs and trains 16 inmates daily.
- Electronic Shop - Provides a work opportunity in a manufacturing environment. Employs and trains 15 inmates daily.
- Furniture Shop - Assembles and upholsters office seating, manufactures and assembles workstations, wall systems, and filing systems. Provides CAD services for customers in designing office setup. The furniture shop has expanded its services to include re-upholstery and chair recaning. Employs and trains 30 inmates daily.

New Hampshire State Prison For Women

Industries is responsible for providing inmate work opportunities by operating four distinct work areas

- Information Preparation
- Information Processing
- Bulk Mail Services
- Recycling Operations.

A key proponent of the Industries program is the data processing program. NH Correctional Industries at NHSP/W contracts with the NH Department of Safety, Division of Emergency Medical Services to provide preparation of and information processing of all ambulance and EMS runs for the state and generating a monthly diskette of work completed within specified parameters.

NH Correctional Industries at NHSP/M also contracts with the NH State Prison for Women to provide weekly inventory management of cleaning, hygiene, clothing and bedding supplies, preventative maintenance scheduling, hazardous materials tracking and maintenance repair slip processing. NH Correctional Industries at NHSP-W has a working relationship with the NH Odyssey of the Mind Organization to provide information-processing services for their student database. NH Correctional Industries at NHSP/W also provides bulk-mailing services for the Odyssey of the Mind, two local investment firms and for two local towns. These services include folding material, placing all material into mailing envelopes and the sorting and packaging all material to the customer's specifications.

On June 30, 2002, Industries employed 11 full time resident employees at NHSP/W. Industries also utilized residents from the Unit Service Team as volunteers for quick onetime work. The residents working in the Information Processing section are employed at various skill levels. Journeyman level workers perform database management and application development. Skilled workers complete information verification and quality assurance while intermediate level employees perform data entry and preparation duties. Entry-level employees are assigned to sorting source documents while working with an experienced employee. Industries employs one full time Bulk Mailing Clerk who provides instruction to the Unit Service volunteers. Residents from the Unit Service Team complete recycling work that Industries obtains on a continuing basis.

During this fiscal year, the NHSP/W engaged in the production of "Vicky Victorious", a sophisticated, anatomically correct doll used in the medical field. Doctors and hospitals in the consultation with patients who will be undergoing mastectomies to explain the various surgical procedures use this doll.

The industries program also offers training in five computer skill areas basic computer literacy and network operations, information entry and verification and information processing; bulk mail and recycling to help students prepare for employment in specific certificate areas.

Northern NH Correctional Facility

There are 40 inmates employed by NCF industries

- Information Technology
- Wood Shop
- Caning and Upholstery
- Furniture Refinishing
- Manufacturing Technology

Industries is slated to move its operations to the new industry are in January 2003. Industries continue to develop resources throughout the state; they look for opportunities to provide value-added services to manufactures.

BUDGET COMPARISONS - PORTION OF BUDGETS - FY-01 TO FY-02

	FY-01	%	FY-02	%
NH State Prison - Men	\$26,198,329	38.2%	\$29,409,938	39.7%
Medical-Forensic	\$8,454,061	12.4%	\$7,323,824	9.9%
Lakes Region Facility	\$7,744,855	11.3%	\$8,216,101	11.1%
Field Services	\$6,099,963	8.9%	\$7,818,290	10.5%
NH State Prison - Women	\$2,504,370	3.6%	\$2,482,372	3.3%
Commissioners Office	\$1,908,300	2.7%	\$2,306,404	3.1%
Administration	\$2,082,539	3.2%	\$2,529,534	3.4%
Community Corrections	\$1,186,323	1.8%	Included in Field Services	
Workers Compensation	\$665,730	1.1%	\$810,857	1.1%
Northern NH Correctional Facility	\$9,772,560	14%	\$11,361,129	15.6%
Pathways	\$1,212,089	1.7%	1,289,683	1.7%
Grants	\$773,470	1.1%	\$470,789	.6%
TOTAL	\$68,602,589	100%	\$74,018,921	100%

TOTAL BUDGET COMPARISON

	FY-98	FY-99	FY-00	FY-01	FY-02
Total Budget	\$49,887,043	\$51,750,741	\$59,242,450	\$68,602,589	74,018,921
Avg. Inmate Population	2,147	2,205	2,291	2,332	2,433
% of Inmate Growth from Pervious Year	2.9%	2.7%	3.9%	1.8%	4.3%

Figures taken from DOC monthly statistic reports and NH Integrated Financial Systems

ANNUAL COST PER INMATE PER FUNCTION PER YEAR - STATE PRISON - CONCORD

	FY-98	FY-99	FY-00	FY-01	FY-02
# of inmates	1,683	1,642	1,515	1,336	1,378
Security - per inmate	\$14,134,529 \$8,398	\$14,093,272 \$8,583	\$14,525,643 \$9,588	\$15,955,650 \$11,943	\$16,528,274 \$11,994
Mental Health - per inmate	\$607,486 \$361	\$584,651 \$356	\$649,755 \$429	\$638,123 \$478	\$1,224,139* \$503
Educational/ Vocational Training - per Inmate	\$1,130,728 \$672	\$1,186,915 \$723	\$1,296,529 \$856	\$1,204,129 \$901	\$1,197,605 \$869
*Medical/Dental - per inmate	\$4,512,106 \$2,101	\$4,837,205 \$2,194	\$4,611,741 \$2,013	\$7,506,734 \$3,219	\$7,423,824 \$3,010
Kitchen - per inmate	\$1,998,340 \$1,187	\$1,994,980 \$1,215	\$1,794,828 \$1,185	\$1,710,433 \$1,280	\$1,678,317 \$1,218
Laundry - per inmate	\$373,308 \$222	\$368,242 \$224	\$342,289 \$226	\$309,257 \$232	\$263,914 \$191

*Indicates medical costs for total DOC population

BUDGET COMPARISON BY FUNCTION - STATE PRISON - CONCORD

	FY-98	FY-99	FY-00	FY-01	FY-02
Avg Inmate Population	1,683	1,642	1,515	1,336	1,378
Security	\$14,134,524	\$14,093,371	\$14,525,643	\$15,955,650	\$16,528,274
Chapel	\$70,944	\$87,157	\$90,285	\$95,290	\$102,243
Mental Health	\$607,486	\$584,651	\$649,755	\$638,123	\$1,224,139*
Ed/Vocational Training	\$1,130,728	\$1,186,915	\$1,296,529	\$1,204,129	\$1,197,605
Medical/Dental	\$4,517,106	\$4,837,205	\$4,611,741	\$7,506,734	\$7,323,824
Classification	\$106,725	\$98,397	\$128,943	\$139,378	\$144,271
Kitchen	\$1,998,340	\$1,994,980	\$1,794,828	\$1,710,433	\$1,678,317
Maintenance	\$2,640,475	\$2,477,082	\$2,591,375	\$2,828,872	\$2,798,989
Laundry	\$373,308	\$368,242	\$342,289	\$309,257	\$263,414
Industries	\$568,635	\$561,099	\$521,670	\$515,289	\$468,135
Farm	\$45,798	\$46,209	\$50,422	\$51,511	\$53,376
Minimum Security Unit	\$534,143	\$528,678	\$582,226	\$514,938	\$648,656
Prison Admin	\$587,588	\$595,189	\$540,525	\$593,635	\$684,893
Pharmacy	\$208,233	\$240,747	\$250,198	\$309,204	\$329,738
Grants	\$475,754	\$694,247	\$1,636,932	\$604,574	\$470,789
Workman's compensation	\$689,319	\$570,991	\$703,160	\$665,730	\$810,857
Unemployment compensation	\$16,990	\$12,853	\$12,845	\$11,037	\$35,981

	FY-98	FY-99	FY-00	FY-01	FY-02
Calumet House	\$434,769	\$440,469	\$452,384	\$449,692	\$462,447
North End House	\$321,098	\$340,323	\$271,731	\$234,701	\$507,655
Shea Farm	\$460,294	\$66,720	\$513,758	\$501,930	\$503,168

BUDGET COMPARISON BY PROGRAM ADMINISTRATIVE UNIT

	FY-98	FY-99	FY-00	FY-01	FY-02
Commissioners Office	\$1,732,584	\$2,072,697	\$2,051,182	\$1,908,300	\$2,306,404
Parole Board	\$165,556	\$165,144	\$172,845	\$183,155	\$198,378
Fiscal Management	\$485,913	\$526,907	\$572,186	\$530,617	\$654,214
Personnel	\$164,525	\$172,301	\$262,706	\$283,149	\$464,557
Offender Records	\$201,233	\$207,509	\$223,670	\$231,750	\$252,094
Information Services - inmate	\$600,005	\$606,680	\$767,196	\$595,566	\$600,792
Field Services	\$4,844,457	\$5,355,603	\$5,855,155	\$6,099,963	\$7,818,290
Secure Psychiatric Unit	\$2,932,448	\$2,790,967	\$2,942,504	\$3,042,380	\$2,830,308
NH State Prison - Women	\$2,347,339	\$2,402,797	\$2,544,539	\$2,504,370	\$2,482,372
Lakes Region Facility	\$6,199,208	\$7,099,604	\$7,294,259	\$7,744,855	\$8,216,101
Drug Lab			\$307,403	\$258,302	\$359,499
Pathways			\$1,122,318	\$1,212,089	\$1,289,683
Northern NH Correctional Facility			\$3,365,610	\$9,772,560	\$11,361,129
Criminal Alien Grant			\$868,349	\$168,896	

NEW HAMPSHIRE STATE PRISON - CONCORD

	FY-98	FY-99	FY-00	FY-01	FY-02
Actual Population	1,683	1,642	1,515	1,336	1,378
Total Budget	\$32,025,535	\$32,562,821	\$31,552,573	\$35,162, 143	\$37,037,310
Annual Per Inmate Cost	\$19,029	\$19,831	\$20,827	\$26,319	\$26,877
Per Day	\$52.14	\$54.33	\$57.05	\$72.10	\$73.63

FY-99

\$30,349,433 = Line Item Expenses
 \$2,213,388 = Administration share of expenses

FY-01

\$32,810,265 = Line Item Expenses
 \$2,351,878 = Administration share of expenses
 (48%)

FY-00

\$29,066,709 = Line Item Expenses
 \$2,485,864 = Administration share of expenses

FY-02

\$34,764,420 = Line item expenses
 \$2,272,890 - Administration share of expenses
 (47%)

NEW HAMPSHIRE STATE PRISON FOR WOMEN

	FY-98	FY-99	FY-00	FY-01	FY-02
Average Population	93	96	102	105	104
Total Budget	\$2,504,783	\$2,575,366	\$2,747,467	\$2,716,039	\$2,627,450
Annual Cost Before Income	\$26,933	\$26,826	\$26,936	\$25,867	\$25,264
Per Day Cost Before Income	\$73.79	\$73.50	\$73.79	\$70.86	\$69.21
Income for housing County inmates	\$68,879	\$106,068	\$401,626	\$658,983	\$61,825
Annual Cost after income	\$26,192	\$25,722	\$22,998	\$19,591	\$24,669
Per Day cost After income	\$71.76	\$70.47	\$63.00	\$53.67	\$67.58

FY-99

\$2,402,797 = Line Item Expenses

\$172,797 = Administration share of expenses
(4.6%)

FY-01

\$2,504,370 = Line Item Expenses

\$211,669 = Administration share of expenses
(3.6%)

FY-00

\$2,544,539 = Line item expenses

\$202,928 = Administration share of expenses
(4.5%)

FY-02

\$2,482,372 = Line item expenses

\$145,078 = Administration share of expenses (3%)

LAKES REGION FACILITY

	FY-98	FY-99	FY-00	FY-01	FY-02
Average Population	316	389	455	405	381
Total Budget	\$6,617,941 Includes Pathways	\$7,613,560	\$9,126,824	\$8,391,621	\$8,748,054
Annual Cost Per Inmate	\$20,943	\$19,943	\$20,059	\$20,720	\$22,961
Per Day	\$57.38	\$53.62	\$54.95	\$56.76	\$62.90

FY-99

\$7,099,604 = Line Item Expenses
\$513,956 = Administration Share of Expenses

FY-01

\$7,744,855 = Line item expenses
\$646,766 = Administration share of expenses
(11%)

FY-00

\$8,416,577 = Line item expenses
\$710,247 = Administration share of expenses

FY-02

\$8,216,101 = Line item expenses
\$531,953 = Administration share (11%)

NORTHERN NEW HAMPSHIRE CORRECTIONAL FACILITY

	FY-00	FY-01	FY-02
Avg. Population	59	296	434
Total Budget	\$3,670,001	\$10,595,717	\$12,086,519
Annual Cost Per Inmate	\$62,203	\$35,796	\$27,849
Per Day	\$170.42	\$98.07	\$76.29

FY-00

\$3,365,610 = Line item expenses
\$304,391 = Administration share of expenses

FY-02

\$11,361,129 = Line item expenses
\$725,390 = Administration share (15%)

FY-01

\$9,772,560 = Line item expenses
\$823,157 = Administration share of expenses
(14%)

PER INMATE COST ALL INSTITUTIONS

LOCATION	FY-99 TOTAL SPENT	FY-00 TOTAL SPENT	FY-01 TOTAL SPENT	FY-02 TOTAL SPENT
NHSP - Concord	\$32,562,821	\$31,552,573	\$35,162,043	\$37,037,310
NHSP - Women	\$2,575,366	\$2,747,467	\$2,716,039	\$2,627,450
LRF	\$7,613,560	\$9,126,824	\$8,391,621	\$8,748,054
NCF	N/A	\$3,670,001	\$10,595,717	\$12,086,519
TOTAL	\$42,751,747	\$47,096,865	\$57,866,420	\$60,499,333
Average Population	2,205	2,291	2,332	2,433
Per Year Cost	\$19,388	\$20,557	\$24,814	\$24,866
Per Day Cost	\$53.12	\$56.32	\$67.98	\$68.12

MONTHLY POPULATION TRENDS - INSTITUTIONS - FY-01

	SPU	COMMUNITY CORRECTIONS	LRF	NHSP/W	NHSP/M	NCF
July 00	54	145	415	114	1,331	242
Aug	57	140	414	105	1,383	225
Sept	57	135	413	108	1,404	235
Oct	60	135	427	108	1,360	260
Nov	56	137	386	106	1,357	277
Dec	48	115	410	99	1,373	263
Jan 01	46	147	393	103	1,339	278
Feb	47	135	413	114	1,250	346
Mar	46	140	416	104	1,284	346
Apr	49	141	390	104	1,309	352
May	47	134	395	95	1,319	364
June	48	135	391	104	1,324	367
FY 01 Avg.	51	136	405	105	1,336	296
FY 00 Avg.	56	135	455	102	1,515	59
% change	-10%	0%	-12%	+3%	-13%	500%

Average Total Population - FY 00 = 2,291 Average Total Population - FY 01 = 2,332
 Difference = +41 = +1.8%

MONTHLY POPULATION TRENDS - INSTITUTIONS - FY-02

	SPU	COMMUNITY CORRECTIONS	LRF	NHSP/W	NHSP/M	NCF
July 01	48	135	391	104	1,324	367
Aug	49	140	359	107	1,355	362
Sept	42	139	369	104	1,367	374
Oct	41	141	382	107	1,352	371
Nov	42	145	363	110	1,349	398
Dec	48	131	365	100	1,336	441
Jan 02	47	130	401	103	1,308	439
Feb	53	144	386	101	1,295	469
Mar	49	146	392	104	1,279	492
Apr	45	119	395	101	1,325	493
May	43	127	396	104	1,352	493
June	50	142	374	104	1,339	507
FY 02 Avg.	46	136	381	104	1,332	434
FY 01 Avg.	51	136	405	105	1,336	296
% change	-11%	0%	-6%	-1%	0%	+46%

Average Total Population - FY 01 = 2,332 Average Total Population - FY 02 = 2,433
 Difference = +101 = +4.3%

DRUG TESTING LABORATORY

In FY-02, the National Forensic Sciences Improvement Act received federal approval. The Drug Testing Laboratory is eligible for grant funding through this program in the following areas.

- Expenses related to facilities
- Personnel
- Computerization
- Equipment
- Supplies
- Accreditation
- Certification
- Education
- Training

To receive funding criminal justice, health, and forensic professionals must jointly chart a sensible course for the future of forensic laboratory cooperation in New Hampshire. The D-T-L has met with:

- The Public Health Laboratory
- The NH State Police Forensic Lab
- The Medical Examiner's Office

Together we are developing a vision of a perfect system for our state. The DTL has always been pro-active in its cooperation and relationships with outside agencies by downsizing and merging services, by freeing up communications between bureaus and by not allowing proprietary information in being a barrier to cooperative efforts between labs.

The DTL is now a centralized lab for Criminal Justice testing for the State of NH. This includes the state prisons, Field Services, the State Hospital, county, and private facilities. This means that the DTL is available for consultations, teaching, and technical support for their facilities, as well as for public defenders, prosecutors, and judges. The DTL has been recognized as a model by the Department of Justice and as such is asked to provide its expertise to outside agencies and DOC's from other parts of the nation.

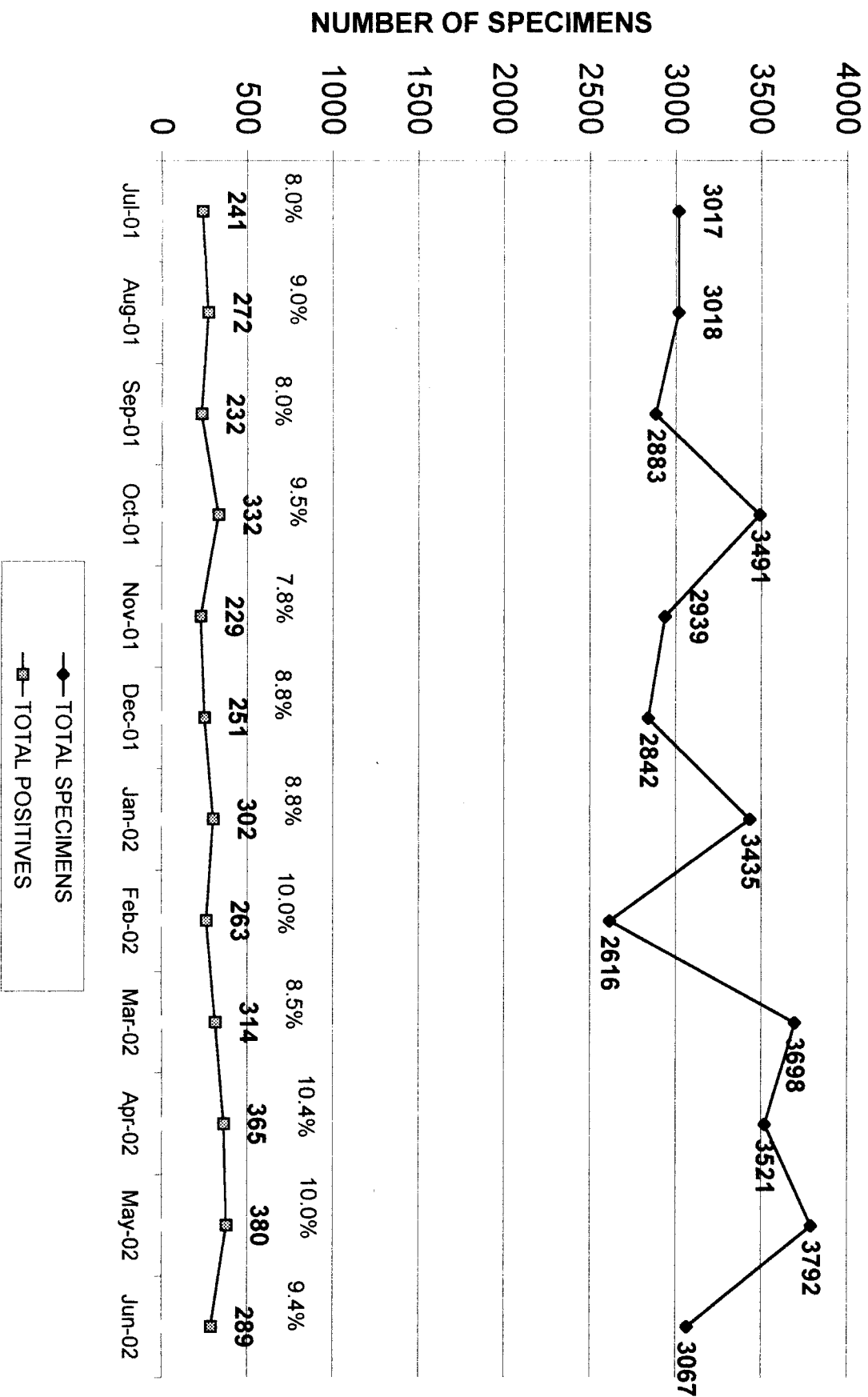
The plans now are to be able to provide assistance and technical aid to the Public Health Lab, State Police Forensic Labs, and the Medical Examiner. This cooperative effort in cooperation with Agilent Technologies has led to a statewide service contract for NH with a 20-30% discount on technical services, parts, and training costs.

We received a substantial grant funding from VOL/TIS, to help with a large portion of the programs at NHSP/M and LRF. For the DTL, this had provided funding for two important new programs.

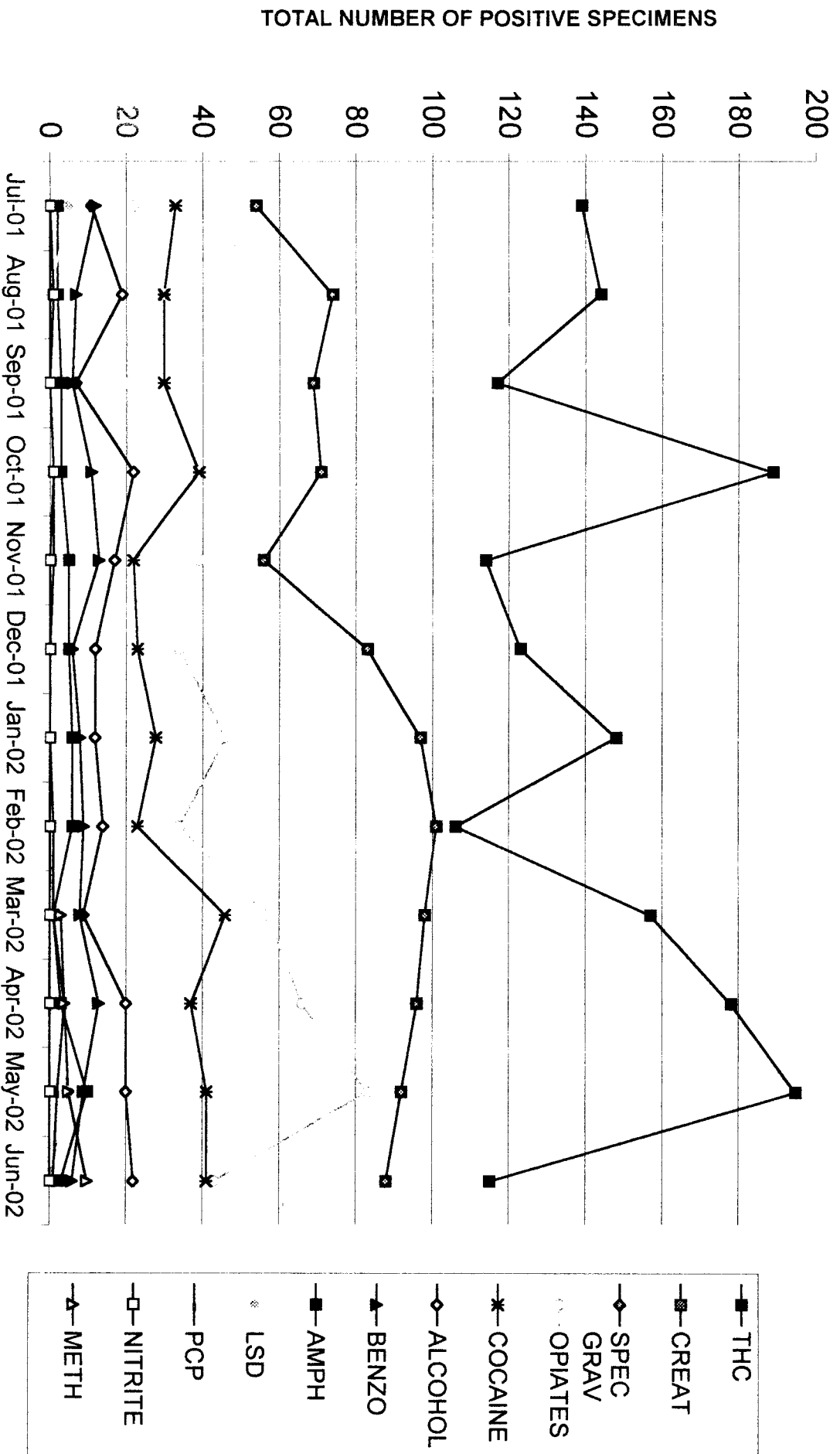
- Replacement of 19-year old Breathalyzer instruments. New units to be placed at all prisons and Field Services facilities.
- Purchasing field-testing kits for the purpose of identifying a drug in its raw form. In the past, the PPO had to call local police, have the evidence collected, sent to the State Police labs and then wait up to 9 months for a report. This enables the DOC to collect critical evidence on the spot, as well as respond quickly and appropriately at the site.

This level of cooperation also extends to the court system, where the DTL acts as expert witnesses as it pertains to positive test results, probationers, inmates (with Habeas Corpus through the AG's office), and with the parole board and their hearings. Mandatory training of new Defense Attorneys from Franklin Pierce, learning about drug testing at the DTL (this has become a 3 hour course for them) and by having open communication with all attorneys. The lab director calls and discusses most cases with both attorneys if the case is contested, and in most cases, can resolve the issues over the phone to preclude unnecessary hearings that waste time and money. Over the past year the DTL was issued 330 subpoenas, of which only 10 came to actual hearings. The DTL has been operating for 15 years and has had 400 hearings in the past 10 years, which were approximately 40 hearings a year. The DTL has not lost a case, and the courts, the AG's office, the Parole Board, and the attorneys are extremely pleased with the DTL's efficiency, accuracy, and professionalism.

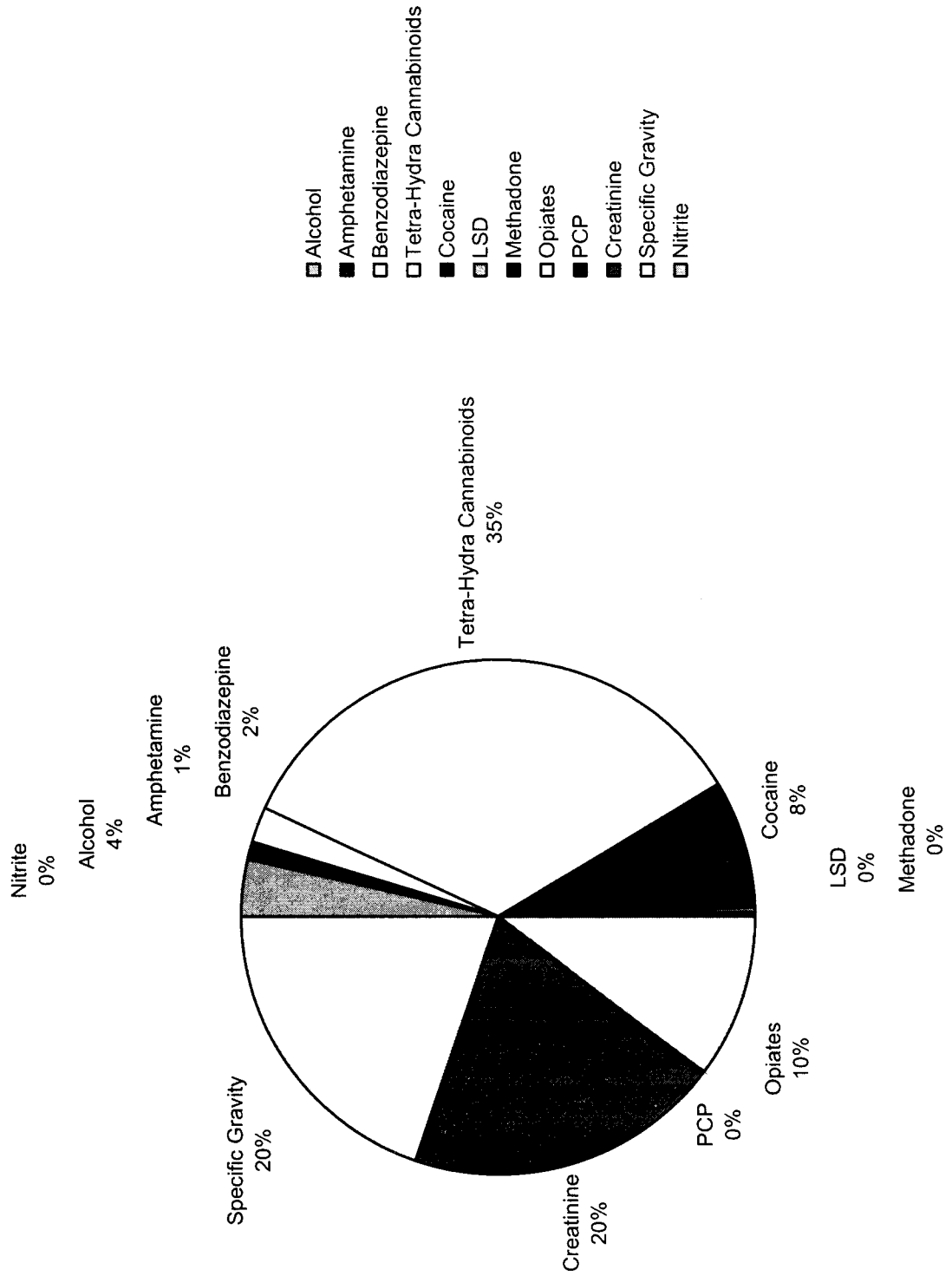
TOTAL DAU TESTING JULY 2001 TO JUNE 2002



MAJOR DRUGS OF ABUSE JULY 2001 TO JUNE 2002



BREAKDOWN OF POSITIVE TESTS JULY 2001 TO JUNE 2002



NH DOC Drug Testing Lab Statistics
July 2001 to June 2002

ADULT SERVICES (NHSP-M CONCORD)						
UNIT	SUBJECTS TESTED	POSITIVE SUBJECTS	% POSITIVE SUBJECTS	SPECIMENS TESTED	POSITIVE SPECIMENS	% POSITIVE SPECIMENS
Close Custody	579	61	10.5	3258	101	3.1
Health Services	3	0	0.0	3	0	0.0
Hancock 1	422	47	11.1	923	54	5.9
Hancock 2	201	1	0.5	384	1	0.3
Medium Custody North	225	26	11.6	471	30	6.4
Medium Custody South	252	8	3.2	458	10	2.2
Minimum Security	89	6	6.7	123	7	5.7
Reception + Diagnostic	145	5	3.4	148	5	3.4
Special Housing Unit	67	2	3.0	85	2	2.4
Summit Unit	89	0	0.0	195	0	0.0
TOTAL ADULT SERVICES	2072	156	7.5	6048	210	3.5

SECURE PSYCH UNIT						
UNIT	SUBJECTS TESTED	POSITIVE SUBJECTS	% POSITIVE SUBJECTS	SPECIMENS TESTED	POSITIVE SPECIMENS	% POSITIVE SPECIMENS
Total SPU	1	0	0.0	1	0	0.0

HALFWAY HOUSES						
UNIT	SUBJECTS TESTED	POSITIVE SUBJECTS	% POSITIVE SUBJECTS	SPECIMENS TESTED	POSITIVE SPECIMENS	% POSITIVE SPECIMENS
Calumet House	280	10	3.6	769	13	1.7
North End House	175	6	3.4	760	9	1.2
Shea Farm House	219	4	1.8	504	4	0.8
TOTAL HALFWAY HOUSES	674	20	3.0	2033	26	1.3

NHSPWOMEN						
UNIT	SUBJECTS TESTED	POSITIVE SUBJECTS	% POSITIVE SUBJECTS	SPECIMENS TESTED	POSITIVE SPECIMENS	% POSITIVE SPECIMENS
TOTAL NHSPW	303	77	25.4	459	78	17.0

NH DOC Drug Testing Lab Statistics
July 2001 to June 2002

LAKES REGION FACILITY						
UNIT	SUBJECTS TESTED	POSITIVE SUBJECTS	% POSITIVE SUBJECTS	SPECIMENS TESTED	POSITIVE SPECIMENS	% POSITIVE SPECIMENS
King	433	2	0.5	1066	2	0.2
Murphy Wing Tie	227	2	0.9	428	2	0.5
Peterson	215	0	0.0	647	0	0.0
Rice	218	3	1.4	668	3	0.4
Speare	89	1	1.1	460	1	0.2
Summit House Program	199	1	0.5	619	1	0.2
TOTAL LRF	1381	9	0.7	3888	9	0.2

NORTHERN NH CORRECTIONAL FACILITY						
UNIT	SUBJECTS TESTED	POSITIVE SUBJECTS	% POSITIVE SUBJECTS	SPECIMENS TESTED	POSITIVE SPECIMENS	% POSITIVE SPECIMENS
A Block	178	1	0.6	685	1	0.1
B Block	222	0	0.0	686	0	0.0
C Block	150	0	0.0	718	0	0.0
D Block	103	1	1.0	750	1	0.1
E Block	148	3	2.0	688	3	0.4
F Block	186	2	1.1	699	2	0.3
G Block	144	1	0.7	568	1	0.2
H Block	94	0	0.0	326	0	0.0
Minimum Security	78	1	1.3	294	1	0.3
Reception	2	0	0.0	3	0	0.0
Health Services	2	0	0.0	2	0	0.0
TOTAL NCF	1307	9	0.7	5419	9	0.2

ADMINISTRATION						
UNIT	SUBJECTS TESTED	POSITIVE SUBJECTS	% POSITIVE SUBJECTS	SPECIMENS TESTED	POSITIVE SPECIMENS	% POSITIVE SPECIMENS
Personnel	207	13	6.3	207	13	6.3
State Police	21	2	9.5	21	2	9.5
TOTAL ADMINISTRATION	228	15	6.6	228	15	6.6

NH DOC Drug Testing Lab Statistics
July 2001 to June 2002

DIVISION OF YOUTH SERVICES						
UNIT	SUBJECTS TESTED	POSITIVE SUBJECTS	% POSITIVE SUBJECTS	SPECIMENS TESTED	POSITIVE SPECIMENS	% POSITIVE SPECIMENS
East Cottage	52	10	19.2	279	16	5.7
Sanders	27	6	22.2	138	7	5.1
Spaulding	11	5	45.5	16	5	31.3
Stark	6	1	16.7	13	1	7.7
Tobey	0	0	0.0	0	0	0.0
King	5	3	60.0	6	3	50.0
TOTAL DYS	101	25	24.8	452	32	7.1

COUNTY JAILS						
UNIT	SUBJECTS TESTED	POSITIVE SUBJECTS	% POSITIVE SUBJECTS	SPECIMENS TESTED	POSITIVE SPECIMENS	% POSITIVE SPECIMENS
Belknap	1	1	100.0	1	1	100.0
Carroll	3	1	33.3	3	1	33.3
Cheshire	58	14	24.1	69	15	21.7
Coos	41	3	7.3	55	3	5.5
Grafton	61	7	11.5	212	7	3.3
Strafford	134	41	30.6	227	55	24.2
Sullivan	86	18	20.9	166	21	12.7
TOTAL COUNTY JAILS	384	85	22.1	733	103	14.1

FIELD SERVICES						
UNIT	SUBJECTS TESTED	POSITIVE SUBJECTS	% POSITIVE SUBJECTS	SPECIMENS TESTED	POSITIVE SPECIMENS	% POSITIVE SPECIMENS
Berlin	66	27	40.9	128	48	37.5
Brentwood	548	204	26.7	1148	306	26.7
Claremont	310	115	37.1	896	216	24.1
Concord	411	137	33.3	710	191	26.9
Dover	226	90	39.8	433	131	30.3
Keene	172	60	34.9	293	102	34.8
Laconia	77	37	48.1	135	52	38.5
Manchester	651	226	34.7	1128	310	27.5
Nashua	289	123	42.6	468	153	32.7
North Haverhill	141	70	49.6	220	94	42.7
Ossipee	185	78	42.2	389	117	30.1
TOTAL FIELD SERVICES	3076	1167	37.9	5948	1720	28.9

NH DOC Drug Testing Lab Statistics
July 2001 to June 2002

ACADEMIES						
UNIT	SUBJECTS TESTED	POSITIVE SUBJECTS	% POSITIVE SUBJECTS	SPECIMENS TESTED	POSITIVE SPECIMENS	% POSITIVE SPECIMENS
Berlin	4	2	50.0	78	5	6.4
Brentwood	41	14	34.1	781	35	4.5
Claremont	100	20	20.0	944	49	5.2
Dover	37	14	37.8	518	28	5.4
Keene	58	24	41.4	506	66	13.0
Laconia	7	2	28.6	245	6	2.4
Manchester	108	50	46.3	3068	137	4.5
Merrimack	58	26	44.8	1231	58	4.7
Nashua	26	11	42.3	356	25	7.0
North Haverhill	34	12	35.3	475	28	5.9
Ossipee	8	1	12.5	267	1	0.4
TOTAL ACADEMIES	481	176	36.6	8469	438	5.2

OTHER						
UNIT	SUBJECTS TESTED	POSITIVE SUBJECTS	% POSITIVE SUBJECTS	SPECIMENS TESTED	POSITIVE SPECIMENS	% POSITIVE SPECIMENS
Keystone Hall	160	47	29.4	193	51	26.4
MCCP	34	15	44.1	680	44	6.5
Merrimack Diversion	432	209	48.4	3037	670	22.1
Pheonix House	2	1	50.0	21	3	14.3
Transitional Housing	65	11	16.9	520	21	4.0
TOTAL OTHER	693	283	40.8	4451	789	17.7

OVERALL						
	SUBJECTS TESTED	POSITIVE SUBJECTS	% POSITIVE SUBJECTS	SPECIMENS TESTED	POSITIVE SPECIMENS	% POSITIVE SPECIMENS
GRAND TOTALS	10783	2075	19.2	38211	3482	9.1

**New Hampshire State Prison for Men
281 North State Street
Concord, NH**

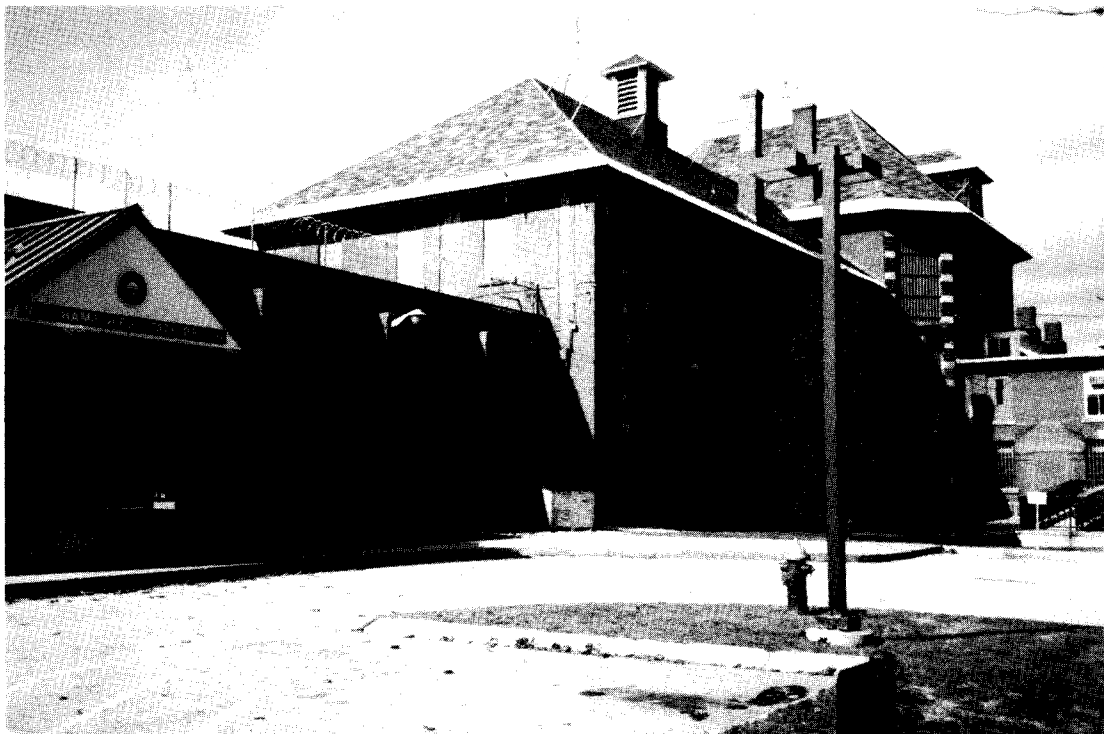
Jane E. Coplan, Warden

Gregory Crompton, Deputy Warden
Major Daniel Shaw, Security
Marilee Nihan, Administrator of Programs
William McGonagle, Director of Education
Donald Andrews, Administrator of Services
Dr. James Knoll, Medical Director of Forensic Services

Acreage: 670.67 in Merrimack County

Original infrastructure opened 1878
New construction and additions opened: 1985
Inmate Population Capacity: 928 (1,205 for double-bunking)
Average population FY-02: 1,378

The New Hampshire State Prison for Men is a multi-level security institution for male offenders.



NH STATE PRISON - MEN

SECURITY STAFF

The comparison inmate to correctional officer ratio is as follows:

Year	Inmates	Correctional Officers	Ratio
1993-94	1,586	365	4.3:1
1995-96	1,533	328	4.7:1
1997	1,542	329	4.7:1
1998	1,683	328	5.1:1
1999	1,642	327	5.0:1
2000	1,515	322	4.7:1
2001	1,336	342	4.2:1
2002	1,378	342	4.0:1

There are 342 uniformed and 177 non-uniformed staff at the men's prison. Approximately 8 percent of all Correctional Officers are female.

SECURITY

Oversees:

- All uniformed staff in living units
- Incoming and outgoing mail
- Transportation

PRISON TRANSPORTATION COMPARISON INFORMATION

	FY-98	FY-99	FY-00	FY-01	FY-02
Medical Consults	615	636	1,046	1,784	1,371
Emergency Consults	33	35	52	65	38
Transports, Facilities & Others	810	810	2,971	2,567	1,907
TOTAL	1,458	1,425	4,069	4,416	3,316

CLASSIFICATION

The Bureau of Classification objectively evaluates inmates based on both public and institutional risk factors, while balancing inmate bed availability.

The NHSP/M has seven percent for maximum security and close custody, 73 percent for medium custody and 15 percent for minimum custody. The current classification system is being revised and updated to more objectively evaluate offenders and place them at the appropriate custody/security level.

HOUSING UNITS

Reception & Diagnostic (R&D): Capacity: 168

The offender is placed in quarantine during the first 30 to 60 days of incarceration. During this time, the offender is photographed, fingerprinted, and evaluated for housing. A thorough medical and mental health screening is conducted on each individual. An education evaluation occurs. Phone and visiting privileges are

set up and any special needs are addressed. At the end of this quarantine process the offender is classified for permanent housing. C-D Dorm is used to house 48 R&D offenders awaiting bed space in a permanent-housing unit. Each dorm holds 24 offenders in a dormitory setting.

The R&D unit is also used for temporary housing of offenders while they are Pending Administrative Review. During this time, offenders are reviewed for disciplinary concerns and/or other security issues.

During FY-02, the R&D unit was expanded to better meet these needs.

Special Housing Unit (SHU): Capacity: 100

Inmates who are classified as C-5, or maximum-security inmates, are housed in the Special Housing Unit. Those housed here are locked down 23 hours per day. Privileges are extremely limited. The Special Housing Unit may also be used for temporary housing of medium-security (or more manageable) inmates while they are Pending Administrative Review. Inmates are reviewed during the disciplinary process or if there are other security issues. Disciplinary segregation sanction time is served in the Special Housing Unit.

Close Custody Unit (CCU): Capacity: 120

Inmates housed in the Close Custody Unit are classified as C-4, or medium-maximum-security inmates. Offenders housed in this unit also have restricted privileges. However, they will still participate in educational or other required rehabilitation programs. SHU inmates who have shown themselves to be disciplinary-free will be upgraded to CCU status. This unit is also used to house medium-security inmates who are being disciplined.

Hancock Unit (H-Unit): Capacity: 480

This building was named after Parker Hancock who served as prison warden from 1950-1972. This unit houses offenders classified as C-3 or medium-security and is generally the first place an inmate is housed upon being classified as C-3. This unit is divided into two levels and broken down into six individual pods. Each pod has a capacity of 48 or 96 inmates. Like other medium-security inmates, H-Building residents have more privileges than those housed in CCU or SHU. Inmates are restricted to their living area from 9:30 PM until their day starts the following morning. During the day they can attend classes, hold jobs on prison grounds, or participate in recreation functions such as Hobbycraft, and recreation activities.

Medium Custody North and South: Capacity: 240/each

Medium Custody North and South house offenders classified as C-3 or medium security inmates. These units are where a majority of the C-3 offenders live. The buildings are three stories high with 12 living pods and 10 two-man cells per pod. Like H-Unit, inmates housed here have more privileges than the ones housed at CCU or SHU. They are locked down at night. Classification Boards are conducted in the housing units to assist inmates with an effective Release Plan. These occur annually or as needed by sentence modification. During the day they can attend classes, hold jobs on prison grounds, or participate in hobbycraft or recreational activities.

Minimum Security Unit (MSU): Capacity: 132

The Minimum Security Unit is a housing unit located outside of the prison walls on prison grounds. Inmates here are classified as C-2 inmates. Many are nearing their scheduled parole date or the end of their sentence. These inmates have even fewer restrictions than those housed behind the walls, however they are still locked down at night and often finishing programs that they are required to finish. The offenders in this unit are the ones that will be used in work programs located off prison grounds such as at other state agencies, the prison farm, or the retail store. Some also volunteer their services for non-profit organizations.

INMATE SERVICES

LAUNDRY

- Employs 10 inmates daily
- Handles 50 loads of laundry daily, 1.2 million pounds a year
- Using skilled inmate saves approximately \$5,000.00 yearly in outside vendor repair costs
- Assist warehouse in organizing a controlled and identifiable system for clothing insurance

KITCHEN

- Employs 21 civilian chefs and 200 plus inmates
- Prepares 2,500 meals three times a day, seven days a week
- Bakes cookies, brownies, cakes, assorted rolls, pastries, and 600 loaves of bread daily
- Plans and prepares menus for various house functions

WAREHOUSE

- Approximately 1,960 inmate work hours are logged monthly
- An estimated 7,700 pieces, packages, and supplies are shipped and/or received monthly
- An average 350 trucks are received/dispatched monthly with some 6,500 order processed
- Approximately 40,000 pieces are received in the warehouse in an average month

MAINTENANCE

- An estimated 600 repair slips submitted each month
- Some 7,000 inmate work hours saves the state over \$80,000.00 in state employee salaries
- Inmates receive training in building trades, plumbing, painting, carpentry, boiler maintenance, welding and clerical.

UTILITIES: The annual costs for utilities at the New Hampshire State Prison are as follows.

UTILITY	FY-2001	FY-2002
Electricity	\$660,910.02	\$608,809.13
Water and Sewer	\$204,063.05	\$229,653.87
Natural Gas	\$59,132.84	\$43,786.42
Fuel Oil	\$419,371.72	\$306,887.12

EDUCATION PROGRAMS

CORRECTIONS SPECIAL SCHOOL DISTRICT ACADEMIC EDUCATION SERVICES

On July 1, 1999 RSA 194:60 established a Corrections Special School District (CSSD) to provide educational services to offenders in the facilities of the NH Department of Corrections. This legislation allows the CSSD to provide academic instruction and related services from basic literacy through a high school diploma. Diplomas and transcripts are issued under the name of Granite State High School. This legislation also enables the CSSD to operate a special education program for eligible offenders with educationally handicapping conditions.

Diploma and special education services in the Corrections Special School District are provided at the NH State Prison for Men and NH State Prison for Women only. Adult Basic Education and GED preparation services are provided at all four NHDOC facilities. Diploma and special education services are governed by rules and standards that parallel those designed for public schools in New Hampshire, but with amendments that recognize the special challenges and responsibilities presented in the correctional environment. These rules and standards are codified in an Interagency Agreement: Rules for Program Approval. Two such agreements have been signed, the most recent being approved by the Commissioners of Education and Cor

rections on November 2, 2001. The Department of Education has conducted two successful program audits. The most recent audit report was completed on June 3, 2002 and identified many strengths in the program structure and implementation. The report also recommends consideration for adding staff positions in the areas of English-as-a-Second Language teacher and a reading specialist.

The Corrections Special School District employs 29 staff throughout all NHDOD facilities. At the NH State Prison for Men there are 18 staff including (1) Education Director, (1) Special Education Director, (1) Curriculum Coordinator (also teaching English), (6) General Education Teachers, (3) Special Education Teachers, (3) Correctional Counselors (providing guidance services), (1) School Social Worker, (1) Media Generalist and (1) Records Control Clerk. All professional education staff hold educator licenses issued by the NH Department of Education. The majority of the staff hold masters degrees or higher with many years of professional experience.

Some facts about the population of NHSP for Men that shape the form of educational services at this facility include the following statistics:

- Approximately 46% of the population enter the facility without either a GED or High School Diploma.
- Approximately 81% of the population enter the facility without a high school diploma.
- Approximately 31% of the population functions in reading and language usage below the 8th grade level needed for functional literacy.
- Approximately 5% of the population are non-native English speakers functioning below the functional literacy level.
- Approximately 55% of the population is either eligible for special education services or has an educationally handicapping condition.
- The range of educationally handicapping conditions noted in this population includes significant numbers with severe learning disabilities, serious emotional disturbance and attention deficit disorder.

Educational Services at NHSP for Men:

Intake and Guidance:

The correctional counselors in the Intake and Guidance Office provide the services as described below.

- Intake Interviews are conducted to collect critical information regarding each offender's educational and vocational history.
- Intake Achievement Testing is administered utilizing the Tests of Adult Basic Education to measure the current level of academic performance of each offender in reading, language mechanics and expression, mathematics concepts and computation and spelling.
- Alternative testing instruments are used to test offenders who are profoundly illiterate, physically or cognitively handicapped, or who speak another language as their first language.
- Releases are obtained from offenders for the educational records of schools each offender has attended. These records are translated for use in the academic guidance process.
- Academic guidance is available to assist offenders to maximize their time at this facility. This process focuses the offender on achieving their goals. These goals may include earning their GED, earning their high school diploma, preparing for a specific vocational program or job in NH Correctional Industries, or simply improving their skills to a level that supports life and work in the modern world of work. All offenders not holding a GED are advised to prepare for that test first or in conjunction with addressing all other goals.
- Vocational interest and aptitude screening is available in conjunction with a course of instruction aimed at developing the skills necessary for entering the workforce.
- GED testing is administered throughout all NHDOD facilities.
- Students are assisted with course selection, solving problems with class schedules, academic performance or other difficulties affecting their participation.

Instructional Services:

The faculty of the Corrections Special School District at NHSP for Men provides instruction in a range of areas.

- Remedial literacy instruction in language arts and mathematics is provided for students functioning below the 6th grade level.
- Instruction at the middle school level aimed at preparing appropriately placed students to prepare for the GED exam and to enter the high school curriculum.

- Secondary instruction under the Granite State High School prepares students for effective participation in career and technical education, allows them to earn an official high school diploma recognized by the NH Department of Education and prepares appropriate students for successful participation in postsecondary education.
- Instruction in a self-contained classroom is provided for students with significant educationally handicapping conditions.
- Instructional supports such as resource room and tutorial assistance are available to assist educationally handicapped students to engage in the general curriculum.
- A volunteer teacher helps to coordinate instruction for a limited number of students who do not speak English as their primary language.
- An on-staff School Social Worker assists students with psychological and behavioral challenges to successfully participate in the general curriculum. Priority focus is on those students with emotional disturbances as their identified handicapping condition.

Career and Technical Education Training

Approximately 450 inmates are enrolled in Career and Technical Education programs in the NHSP system.

NH-DOC CAREER AND TECHNICAL EDUCATION

The faculty and staff of the Career and Technical Education Programs seek to serve our students by establishing programs of instruction, training and educational activity that provide students with marketable skills to access employment opportunities.

It is our responsibility to assist students in developing critical thinking and problem solving skills that are necessary to successfully cope with the demands encountered in the work environment.

It is also our responsibility to encourage the development of soft skills such as tolerance, compassion, responsibility, citizenship, ethical judgment, teamwork and leadership.

The Career and Technical Education Program serves the training interests of the following areas:

- New Hampshire State Prison for Men - Concord
Bureau of Services
Correctional Industries
Career and Technical Education Center
- New Hampshire State Prison for Women - Goffstown
- Lakes Region Facility - Laconia
- Northern New Hampshire Correctional Facility - Berlin

Programs serve students within the classification ranges of C-2 to C-5. There are no age requirements. The minimum educational requirements for attendance depend on each program.

PROGRAM DESCRIPTIONS

BUSINESS EDUCATION: 9th grade reading and math skills required.

Six Business Education courses are foundation courses that are offered to provide students with an understanding of the business environment. The six foundation courses are:

- Economics I
- Economics II
- Personal Finance
- Career Awareness
- Computer Fundamentals/Computer Operator
- Keyboarding

Certificates are awarded for each course completed and an Accounting Technician Certificate upon completion of the following eight courses.

- Intro. to Word/Excel
- Intro. to Access/PowerPoint
- Accounting I
- Accounting II
- Computerized Accounting Lab
- Law For Business
- Small Business Management
- Student Work Experience*

Time to complete program: four to six quarters

BUSINESS EDUCATION: 9th grade reading and math skills required.

Six Business Education courses are foundation courses that are offered to provide students with an understanding of the business environment.

Certificates are awarded for each course completed and a Business Management Certificate upon completion of the following nine courses.

- Intro. to Word/Excel
- Intro. to Access/PowerPoint
- Accounting I
- Law For Business
- Business Management
- Marketing
- Business Communications
- Student Work Experience*

Time to complete program: four to six quarters

AUTO BODY REPAIR TECHNOLOGIES: 8th grade reading, math and language skills required. Certification in Auto Body Repair Technologies are offered for the following levels:

- Level One (340 + hours) curriculum introduces students to the following areas.
 - a) Used car renovation
 - b) A Masker, and/or
 - c) Auto body painter helper
- Level Two (900 + hours) curriculum educates inmate/student in the following auto body technologies.
 - a) accessories installation
 - b) automotive glass installation
 - c) parts salvaging
 - d) industrial paint spraying
 - e) auto body repair helper
 - f) auto body painter
- Level Three (1,260 + hours) curriculum covers the segments outlined below.
 - a) auto body repair technician (combination)
 - b) frame straightener (entry level)

Level three graduates can take two of the five national exams for credit toward the ASE certification.

Time to complete: Approximately 18 to 24 months.

AUTO MECHANICS: 7th grade reading and math skills required.

Certificates granted in the following areas:

- Service Station Mechanic
- Auto Mechanic Helper
- Auto Service Mechanic (entry level)
- Auto Service Mechanic

Upon completion of all four levels, exams can be taken for credit toward ASE certification. Time to complete (all four levels): Approximately one year.

SMALL ENGINE REPAIR: 7th grade reading and math skills required.

Certificates granted in the following areas:

- Gas Engine Repairman Helper
- Gas Engine Repairman
- Fundamentals of MIG Welding
- Parts Counterperson

Time to complete: 350 hours for the helper and 780 for the actual repairman.

FOOD SERVICE MANAGEMENT: 8th grade reading and math skills required.

Certificates granted for each course completed and a Certificate of Food Service Management granted upon completion of all seven courses listed below:

- Introduction to the Hospitality Industry
- Applied Food Service Sanitation
- Professional Table Service
- Human Resources Management
- Hospitality Management Accounting
- Food Preparation and Basic Food Lab
- Nutrition & Menu Planning

Time to complete: Sixteen months minimum needed to accomplish the segments of this program.

BUILDING TRADES: 8th grade reading and math skills required. C-4 classification not allowed in this program. The program is available at both the Concord and Laconia facilities.

Certificates available in the following areas:

- Roofing Applicator (about four months to complete)
- Laborer-Carpentry (about eight months to complete)
- Rough Carpenter (about one year to complete)
- Carpenter (more than one year to complete)
- Residential Wiring (15 weeks of instruction)

Time to complete: One year plus.

INTRODUCTION TO THE WORKFORCE PROGRAM: 9th grade reading and math skills and word processing skills required. Certificates are awarded at the end of successful completion of the program. Credits in Math and Physical Science can be counted as credits for high school diploma program.

• One component of The Introduction to the Workforce Program has a career awareness component which is intended to provide services such as testing as preference to careers, writing resumes, practicing interviewing, completing job applications, and researching job descriptions and opportunities.

• The second component is Technology Education.

Courses of the Technology Education program include:

Introduction to Technology
Computer Aided Design and Production Process
Communication and Energy Power and Transportation
Technology Practicum

- The third component of the technology program explores selected areas (i.e. shop mathematics) with use of hands-on projects. Communication about attitudes and skills necessary to access future employment are addressed in this program.

Time to complete: One year.

HORTICULTURE PROGRAM: 8th Grade reading skills are required.

300 contact hours minimum are required for a certificate in one or a combination of the following areas:

- Bedding Plant Production,
- Landscape Construction,
- Groundskeeper,
- Greenhouse / Nursery Worker,
- Shrub Maintenance and Pruning and Tree and Shrub Identification (LD 101), which is eligible for College credit upon completion.

Basic Greenhouse Worker competencies are available year round with other competencies available as seasons and weather allow. Due to the transient nature of residency in M.S.U., Horticulture is an entry-level course with advanced study opportunities available to students who reside at M.S.U. for an extended period of time.

Library Services:

The library at NHSP for Men serves the prison community in the following ways:

- As a lending library for general interest reading and literature. Offenders may borrow books from the library for use in their housing units.
- As a member of the New Hampshire Inter-Library Loan service providing access to appropriate titles not held in the NHSP for Men collection.
- As a school library with reference and reading material coordinated with the curriculum of the Corrections Special School District. Students needing source material not available in the library collection may also access the Inter-Library Loan service or submit a request that the librarian conduct a specific Internet search for that student. NOTE: Offenders are not able to access the Internet directly. All such searches are conducted by the librarian in a tightly controlled setting.
- As a legal reference library providing offenders with the mandated resources necessary for accessing the courts.

The program at NHSP for Men operates four quarters per year. Classes meet for 90 minutes, five days per week for eleven weeks. Enrollment is a process of balancing the student's interests with the demonstrated needs and academic skills the student presents. Each quarter the program provides 40 or more courses in the education center. These courses are available for offenders in close or medium security. Faculty members bring instruction to students housed in maximum security and in the Secure Psychiatric Unit.

LIFE SKILLS PROGRAM

NHSP/M offers inmates programs intended to assist them in dealing with life beyond the prison walls. These programs foster growth of the individual and family, as well as assist inmates in becoming positive members of their community upon release.

Current Life Skills groups include:

- Peer Exchange Group
- Expressive Art Therapy Group
- Anger Management
- Parenting

- Men's Work
- Domestic Violence
- Voice of Experience
- Thinking For A Change
- Aid to Incarcerated Marriages
- Authentic Life Group
- Alternative to Violence
- Mediation and Stress Control
- Mediation in Motion
- Positive Living Group (HIV Positive men)

A parenting skills group began last year. Additional classes in parenting and communications skills are being planned.

COGNITIVE PROBLEM SOLVING

Cognitive Problem Solving is a five-step instructional module delivered in six 90-minute sessions led by two facilitators. Follow up "transfer groups" meet once or twice a week for six to eight weeks.

Participants learn the steps to problem solving, actively working on problem-solving skills in realistic examples and apply these skills to their own lives in journals, discussions, and role-plays.

Offenders at all classification levels are eligible to participate.

RELIGIOUS AND CHAPLAINCY SERVICES

Offenders sentenced to serve time in a correctional institution should be given the opportunity to practice his or her religious preference.

Although an inmate may or may not choose to practice the precepts of his or her religion during incarceration, he or she is provided the opportunity to participate in worship, group, or personal religious study, or counseling with the chaplain about personal or spiritual matters, or both.

Chaplains are primarily concerned with the redemptive potential of every human being, regardless of their present spiritual condition. Inmates frequently enter the system with a very low self-image. Chaplains seek to assist inmates to reverse self-destructive images through a therapeutic process known as pastoral care.

The chaplain's task is to provide pastoral care to inmates a process that might well be called "spiritual therapy." The function of spiritual therapy is to enable a person to internalize the concept of himself as a whole and spiritual person, a premise based on the ancient philosophical definition of human nature as being comprised of "body and soul," or "body, mind, and spirit."

A variety of religious groups meet in the prison. Volunteers facilitate a majority of the religious programs in prison. The breakdown is as follows.

Group	# of inmates
Protestant	240
Catholic	120
Native American	15
Muslim	30
Wiccan	15
Sant Mat	6
Buddhist	12

Each religion has a weekly worship service. In addition, there are weekly study groups, prayer groups, a sing-a-long and meditation groups. Throughout the year special events are held, such as religious concerts, Prison Fellowship seminars, Kairos weekends, the Alternative to Violence Program, marriage seminars and programs featuring various guest speakers.

The Chapel staff provides many services. We provide counseling on various life issues. Donated greeting cards from outside sources are received and distributed to inmates. Religious volunteers for all religious programs are supervised.

SEX OFFENDER PROGRAM

ADMISSION PROCEDURES

When an inmate arrives at New Hampshire State Prison an intake assessment is completed by the classification staff. If the offender has been convicted of a sexual offense or has any documented history of sexual offending issues, a referral will be made to the sex offender coordinator for an assessment. The classification office will be responsible for notifying the sex offender treatment coordinator regarding any sex offender who has a short sentence or is required to complete both sex offender programming and Summit House. This form will also include any court stipulations regarding possible reduction of sentence upon completion of sex offender programs.

The program coordinator will enter the information received, into the sex offender database used to track all referred offenders. This database will be arranged according to chronological order of Minimum Parole Dates. Inmates will be selected for the next available interview appointment according to their standing on this list. Once it has been determined that an inmate meets the requirements for admission he will then be assigned to either the NHSP/Concord or North Country Facility, based on his treatment needs. Generally speaking, both programs include pedophiles, incest offenders and rapists. Those offenders who demonstrate a longer history of offending and/or have a history of victimization in childhood would be selected for the NHSP/Concord program. Also selected for NHSP/Concord would be those with chronic mental health histories.

SELECTION CRITERIA

- Applicant must be willing to commit to at least one year of treatment and sign a treatment contract.
- Admits offending which is consistent with victim reports.
- Recognizes existence of a serious problem.
- Free from severe and disabling psychopathology.
- No career criminals.
- Appropriate institutional adjustment (no significant disciplinary reports in past 6 months).
- Ability to adjust to therapeutic community environment.

When an inmate is accepted into the program he is put on a waiting list, which is again kept in chronological order of minimum parole dates. All effort will be made to keep to this scheduled list. Exceptions may include, need for appropriate group mix and future facilitators.

Once selected for the program, he will be assigned to a pre-treatment group. During this time he will acclimate to the therapeutic Community with assistance from a peer sponsor. He will also be asked to complete several assessment instruments and a Psych-Sexual History. Once all assessments have been interpreted, he will meet individually with a staff member to develop an Individual Treatment Plan (ITP).

Once an inmate begins treatment, he is expected to sign a treatment contract and waiver of confidentiality. This clarifies program expectation and allows therapeutic discussions between other family members, social service agencies and treatment providers.

Sexual Offender Program – Concord

This program serves 44 inmates. The inmates live in a Therapeutic Community environment within the Hancock Unit, which allows for them to hold each other responsible for their day to day behaviors. All inmates have a role in the community. Each inmate participates in daily meetings as part of the Therapeutic Community, 10 – 12 hours of group treatment per week, and may include some individual sessions as needed. Homework is completed as part of treatment. However, behavior changes are expected as well in order for completion of treatment. The program length is a minimum of 1 year, with no maximum date set. Participation in treatment is preceded by a pre-treatment phase in which assessments are conducted followed by the establishment of an individualized treatment plan. Inmates in this program complete a full disclosure polygraph.

Sexual Offender Program – Berlin This program serves 58 inmates, and uses 4 Peer Facilitators who live on the block and help to facilitate groups. The inmates live in a Therapeutic Community environment, which allows for them to hold each other responsible for their daily behaviors. All inmates have a role in the community. Each inmate participates in daily meetings as part of the Therapeutic Community, as well as approximately 4-8 hours of group treatment per week. Homework is completed as part of treatment. However, behavior changes are expected as well in order for completion of treatment. The program length is a minimum of 1 year, with no maximum date set. Treatment length is determined by the needs of the inmate. An individualized treatment plan is completed for each inmate, and updated and reviewed in individual meetings every 4 months. This program is open-ended, so inmates may be at all different places in treatment. Inmates in this program complete a full disclosure polygraph.

CANTEEN OPERATIONS

Inmates working in canteen operations are trained in proper warehousing procedures that would be found in any industrial warehouse situation. They are also trained in receiving and accountability of goods, stocking of shelves and creating cages of goods to be sent to the other canteens.

The process of sales is also covered in depth as they receive order slips from inmates, (up to 2,000 orders per week), determine if the individual has sufficient funds for the items ordered and adjust the order as necessary. They pull the order, check its accuracy and some inmates operate the electronic sales windows, thus gaining computer operation experience. This also prepares them for positions in warehousing, supply and sales of goods when they leave this environment.

A full staff of inmate workers is 16 inmates, who work about 6 hours per day, five days per week. Some 2,080 man hours of inmate labor is logged each month.

RECREATION PROGRAM

The Recreation Department works closely with staff members from each facility within the prison system who have direct contact with inmates. These include: Shea Farm, North End House, Minimum Security Unit, Secure Psychiatric Unit, NHSP/M in Concord, NHSP/W in Goffstown, LRF in Laconia, NCF in Berlin, and Calumet House in Manchester.

While each facility provides for its own security needs and support staff, the funding of recreation programs is administered by the Recreation Department through the inmate recreation fund. The administrator of programs and the commissioner approve final budgetary decisions.

Every unit in every facility of the prison system is equipped with a variety of recreation equipment and apparatus intended to foster good health practices and promote positive activity. Board games, puzzles, acoustic guitars, and other items are available to all inmates on a loan for no charge.

Outside teams are allowed to come into the men's prison to participate in league competition for softball and basketball.

As part of the comprehensive funding of programs for all inmates, the inmate recreation fund purchases and provides maintenance for recreation equipment, library books, workshops, sports clinics, canteen support, visiting room games, camera and film and special events.

The Recreation Department is a member of the National Correctional Recreation Association.

HOBBYCRAFT PROGRAM

The Hobbycraft Program is located in the North Yard of NHSP/M. It is a division of the Recreation Department, which is under the guidance of the Bureau of Programs.

Hobbycraft is available to all C-3 inmates who remain disciplinary free. Inmates sign up for the area of hobbycraft that they are interested in learning. Areas include woodcraft, leathercraft, ceramics, and art. Inmates are placed on a waiting list and are called up to hobbycraft when their names reach the top of the list. After a disciplinary free record check they are tested and admitted into hobbycraft. No inmate can operate any piece of

equipment until he demonstrates that he knows how to use it safely. The art area accommodates sixteen inmates.

Hobbycraft is broken into four main areas. The woodshop is the largest of the four. It serves approximately sixty inmates and has a waiting list of about one-year. In order to become a member of the woodshop, an inmate must pass a written safety test and complete an apprenticeship program. The ceramics and pottery shop accommodates 21 inmates and has a waiting list of approximately one-year. The leathershop accommodates 15 members with a waiting list of approximately 6 months.

Inmates are allowed to sell what they create in hobbycraft. They may put their items out to the retail store for sale and they are allowed to keep the money that they make from the sales. This is a great motivation for the inmates to remain write-up free and in good standing throughout the institution.

Inmates are allowed to remain in hobbycraft as long as they are discipline-infraction free. If an inmate is found guilty or pleads guilty to an offense, he is removed from hobbycraft for a mandatory 180 days for a "B" offense and 1 year for an "A" offense. He may then re-apply and be placed at the bottom of the waiting list.

NHSP/M VOLUNTEERS

Lowering crime and recidivism rates has always required community involvement. More than 800 volunteers give of themselves annually and can help turn inmates into productive members of society.

Volunteers can often influence inmates in ways correctional employees cannot. Volunteers can help by being positive role models for inmates. By their presence, they show that people in the free world do actually care. Even career criminals respond to concern and respect.

It takes a special person to work with inmates. Effective prison and jail workers see beyond the crime to the basic value of the individual. They believe in an individual's ability to change and realize that a lifetime of dysfunction does not change overnight.

The mere presence of volunteers can make the prison environment more humane and make the prison a more visible and open institution. Their work has a beneficial effect not only in terms of what they do but more important, because of the spirit in which it is done. Volunteers put relationships as a positive influence back into the picture. They have a real effect on offender behavior while incarcerated and after release.

Volunteers facilitate a wide range of activities including woodworking, music, recreation, counseling, educational, art and faith-based programs.

DIVISION OF FORENSIC SERVICES

According to U.S. Dept. of Justice statistics, there has been a significant shift of mentally ill persons from the community into correctional facilities. The Division of Forensic Services has worked diligently to meet this challenge. The implementation of the Dartmouth Contract has played a large role in shaping the Division's renewed commitment to providing quality mental health care. A Division Medical Director was appointed in November. The new Director has already effected a number of programmatic and administrative developments, including:

- ◆ Detailed evaluation of all NH DOC mental health services to determine strengths and needs.
- ◆ Recruitment of two full-time Dartmouth Psychiatrists.
- ◆ Review & restructuring of formulary to ensure access to up to date medications and eliminate unnecessary and out of date medications.
- ◆ Implementation of medication treatment algorithms to ensure quality, cost-effective care.
- ◆ Improvements in medical documentation and record keeping.
- ◆ Improvements in mental health & correctional staff training.
- ◆ Enhanced Suicide & Violence Prevention staff education.
- ◆ Development of policy & procedure to assist in satisfying consent decree.
- ◆ Enhancement & standardization of mental health programming
- ◆ Collaborative development of a Sex Offender Treatment Program for SPU residents.
- ◆ Representation on the NH Advisory committee for Comprehensive Sex Offender Management.
- ◆ Development of a transfer policy for SPU residents going to New Hampshire Hospital.
- ◆ Legislative testimony on issues such as correctional mental health and a proposed Guilty But Mentally Ill Verdict.

In addition, the following programmatic and administrative matters are being developed for the immediate future:

- ◆ Data management system.
- ◆ Research measuring treatment outcomes.
- ◆ Further development of medication algorithms.
- ◆ Enhanced mental health services for SHU and R&D.
- ◆ Enhanced Suicide Prevention policies.
- ◆ Improved liaison with county houses of correction.
- ◆ Strengthened collaboration & partnership between security & mental health.

In contrast to the community at large, incarcerated individuals are the only persons who have a constitutional right to reasonable medical and mental health care. The community standard of medical care is now widely accepted as the correctional standard of care. It has been necessary for the Division to face the same na

tional community trends of increasing cost of and need for mental health services. Data from March of 2002 indicate that 26% of persons in the NH DOC were receiving some form of mental health treatment. The Division provides a full complement of mental health services including psychiatric evaluation, pharmacotherapy, psychotherapy, psychological testing, social services and court-ordered forensic psychiatric evaluations.

In addition to ethical and legal obligations, adequate mental health care in prisons is critical to ensuring prison safety and efficiency. Equally critical is that mental health professionals and correctional officers work together with mutual respect and shared goals. Currently, the Division is providing mental health services in a wide variety of settings, including:

- ◆ Secure Psychiatric Unit
- ◆ NHSP/Men
- ◆ NHSP/W
- ◆ LRF
- ◆ NCF
- ◆ DOC half-way houses

Secure Psychiatric Unit

The SPU is a 60 bed unit established in 1985 pursuant to RSA 622:41. It is a separate unit, which is located within the NH State Prison for Men. It houses and treats a mixed population of severely mentally ill persons. SPU residents include mentally ill prison inmates, mentally ill jail inmates, criminal and civil committees. Mentally ill prison inmates continue to make up a minority of the total SPU population. Patients who require a high level of security are closely evaluated and treated. SPU staff are skilled in treating and securing the safety of highly dangerous mentally ill persons. Group therapy and programming is tailored to the individual needs of patients. A newly developed sex offender treatment program is specifically for sex offenders who also have a major mental illness. SPU staff meets regularly with outpatient mental health providers to ensure continuity of care during transitions from SPU to general population. SPU staff are also involved in monitoring and tracking Insanity acquittees once they are released from the SPU.

Outpatient Mental Health Services

Outpatient mental health services perform the important and legally required mental health screening and evaluation of inmates who have been recently incarcerated. In addition, a full complement of mental health services is provided to mentally ill prison inmates. The Healthy Pathways Service has been commended by a national expert for providing structured and effective treatment to inmates with serious mental illness. This enhanced approach has resulted in fewer admissions to the SPU from the general prison population. Improvements in service delivery to the SHU, LRF, NHSP/W and NCF have also been made.

Forensic Psychiatry Evaluations

Forensic Psychiatry is a subspecialty of Psychiatry, a medical specialty. Forensic Psychiatry applies scientific and clinical expertise to legal issues in legal contexts. Forensic psychiatrists evaluate defendants, form expert opinions and testify in court. Forensic psychiatrists in the NH DOC function as court-appointed examiners who strive for honesty and objectivity. Common legal questions posed by the courts involve a defendant's competency to stand trial or sanity at the time of a crime. The Division performs approximately 200 such evaluations per year.

NURSING REPORT

Nursing has been struggling with a national nursing shortage. Attractive salaries and abundant opportunities within the community have challenged our ability to retain and recruit nurses to a correctional setting. Positions are filled in one instance only to be vacated in another.

Nursing services provided care to 160 patients admitted and confined to the Secure Psychiatric Unit with an average daily patient census of 48 representing 19,038 annual patient care days. This average daily census reflects a decreased availability of 10 of the 60 beds for several months due to weather related water leaks

Nursing staff activity						
	Sick Call encounters	Nurse appointments or follow-up	Total Encounters	% of change	In-patient infirmiry admissions	Total admissions/confinements to SPU
FY-98	7,696	19,213	26,909	N/A	377	160
FY-99	7,960	20,497	28,457	+5.8%	475	152
FY-00	9,027	22,596	31,623	+11.1%	527	198
FY-01	8,747	32,563	41,310	+30.6%	528	160
FY-02*	14,504	43,356	57,860	N/A	N/A	160

**Due to FY-02 reorganization of DOC medical reporting procedures, these numbers represent all institutions. In previous years, the numbers primarily represented activity at the Concord Men's Prison and the SPU.*

Dentistry Report

Dentistry opened the Dental Clinic at the Northern NH Correctional Facility in Berlin providing services to the increasing inmate population. In addition, dental services at the Lakes Region Facility have been increased. The bureau acquired a Part-time position for a dental hygienist. This will affect our ability to provide prophylactic treatment, especially with inmates who are diagnosed with immunosuppressive diseases.

Dentistry continues to partake in the Dental Hygienist and Assistant Program of the NH Technical Institute as well as providing a training site to student externs from Tufts University School of Dental Medicine.

PHARMACY

Data

- ◆ Volume of total prescriptions processed increased 16% over a year
- ◆ Average cost per prescription increased 11.6% over a year
- ◆ Total cost for prescriptions dispensed increased 31% over a year

Factors

- ◆ Increasing population
- ◆ Aging population
- ◆ Increase in numbers of new drugs
- ◆ Medical guidelines specifying earlier drug interventions
- ◆ New treatments for previously untreatable diseases
- ◆ High level of patients compliance
- ◆ Direct to consumer advertising
- ◆ Price inflation

Cost containment methods in place

- ◆ Membership in Minnesota Multi-state Contracting Alliance
- ◆ Strict formulary control
- ◆ Ongoing waste reduction procedures

New Hampshire State Prison for Women
317 Mast Road
Goffstown, NH

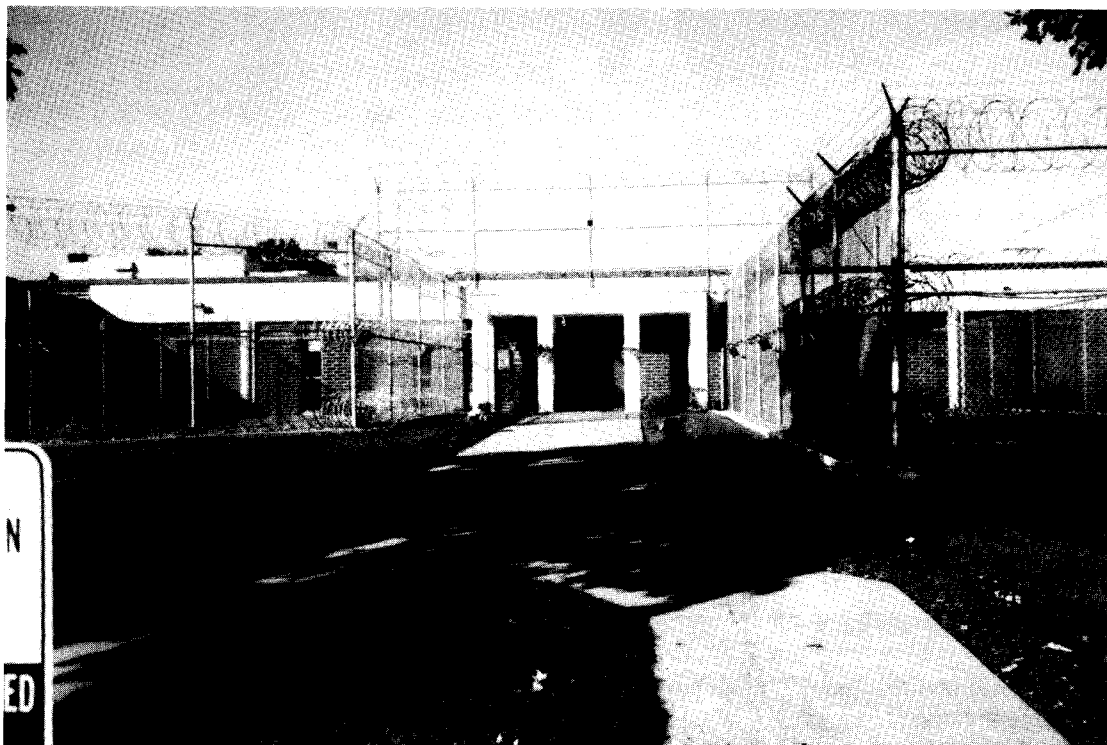
Richard M. Gerry, Warden

Lt. Dennis Lacerte, Security
Edmund Hucks, Supervisor of Classification
Jeanne North, Education Supervisor
Daniel Baillargeon, Nursing Coordinator

Acreage: N/A. Property is leased

Prison opened 1989
Inmate Population Capacity: 104
Average population FY-02: 110

The New Hampshire State Prison for Women is a medium-minimum security institution for female offenders. It also houses women from county jurisdictions where female facilities do not exist.



NH STATE PRISON - WOMEN

The NH State Prison for Women is the only facility for state sentenced female offenders in the State of New Hampshire. The NH State Prison for Women also houses county detainees and federal and immigration detainees. 40 full time staff provide security, medical, educational, and support functions at the facility.

The American Correctional Association reaccredited the institution in October 2000. The next re-accreditation is due this in this Fiscal Year. Due to the diversity of the population, the institution must meet over 480 standards to be accredited as prison.

Housing breakdown of New Hampshire-sentenced female inmates						
FY	NHSP/W	LRF	CALUMET HOUSE	NORTH END HOUSE	OTHER FACILITIES	TOTALS
1998	101	36	6	7	4	154
1999	98	45	6	8	6	164
2000	116	42	6	7	4	175
2001	118	32	6	7	4	170
2002	112	48	7	8	4	179

On June 30, 2002, in addition to the 90 state sentenced women being held at NH State Prison for Women, there were women being held as pretrial detainees and short-term misdemeanants for Rockingham, Coos and Merrimack Counties. The following departments provide programs and services at NHSP/W

Security Section	Education Department
Services Division	Vocational Training
Mental Health	Industries Department
Medical Health	Services

PROGRAMS

MENTAL HEALTH DEPARTMENT

Oversees all mental health programming including

- Individual counseling
- Education
- AA and NA
- 12-Step meetings
- Women's Issues groups
- Battered women's groups
- Relapse Group
- Relapse prevention
- Self-esteem group
- Alternatives to violence
- Sexual abuse group
- Parenting educational groups
- D.B.T.

Approximately 75 percent of the population participate in treatment programs.

MEDICAL

Medical and health services are directed by a nursing coordinator and staff nurses who offer instruction on self-care for common illnesses and make referrals to the Nurse Practitioner and Physician as appropriate. Physical examinations performed upon intake assess problems, which may need further intervention.

Inmates have access to medical personnel through inmate request slips, sick call, and, in an emergency, at the security staff's request.

Other means are used to ensure adequate inmate health care. Education that stresses preventive measures is an integral part of health coverage. The team concept of sharing information with core non-medical disciplines is utilized to further identify inmate needs and problem areas. Weekly visits by a Psychiatrist and Psychologist compliment the Medical and Mental Health Services.

THE EDUCATION DEPARTMENT

The Education Department is responsible for providing an academic program tailored to the individual needs of inmate students in the areas of literacy, GED preparation, English as a Second Language, post-secondary education, life skills, enrichment courses, career development, basic and advanced reading skills.

Classes were held for 5 semesters and had the following numbers in attendance: Math 41; Social Studies 51; Science 41; English as Second Language 5; English 42; and Life Skills 15. 9 GED certificates were issued.

The literacy program is an integral component of the academic program.

LIBRARY AND LAW LIBRARY

The prison library contains approximately 3,500 books for leisure reading, self-help books, instructional texts, reference materials, books on tape and maintains subscriptions to popular magazines and newspapers.

The law library provides materials for basic legal research. Access to information from the more extensive law library at the main prison is possible through a request slip. Access to materials at the NH State Library is also possible through a request slip.

The Academic Instructor coordinates library access for inmates and assists in questions of a general nature for law library research.

Any specific questions concerning the law and law research are submitted in writing to the Inmate Attorney.

VOCATIONAL TRAINING DEPARTMENT

The Vocational Training department is responsible for operating the Office Occupations Program. This program is designed to prepare inmates for entry-level office employment upon release into the community.

Courses include:

- Keyboarding
- Word Processing
- Desk-top Publishing
- Database
- Spreadsheet
- Bookkeeping
- Accounting
- Microsoft Office 97
- PageMaker 6.5

- Human Relations
- Introduction to Typing
- Computerized Bookkeeping and Accounting
- Financial Records for Business.

Nearly all students completed vocational training courses.

Students become qualified for a variety of jobs upon completion of the program. They learn the technical fundamentals to qualify for employment in office occupations such as typist, receptionist, general office clerk, and beginning bookkeeper. During FY-02, 78 students signed up for 168 courses, 32 certificates of completion were issued to 16 students and 14 adult courses were in progress.

VOLUNTEERS

Approximately 75 people from the community are approved volunteers. These volunteers offer their time in providing a number of programs and services. Volunteers who provide services are interviewed individually and go through a thorough background check and attend a volunteer orientation session.

- They lead self-help groups
- The domestic violence group
- Cognitive problem solving group
- Self-esteem group
- Women's issues group
- Parenting group
- Alternatives to violence group
- They instruct aerobics classes,
- Supervise the weekly hobby craft group
- Teach watercolors
- Have lead a woman's writing group
- Lead a women's chorus
- Provide coaching for league and leisure sports.

Religious services are offered at the prison. In addition to religious services offered by the prison chaplain, approximately 30 people from the community offer Bible study, prison fellowship seminars and Catholic, Protestant and nondenominational worship services.

A significant contribution in the provision of programs and services has been made many community organizations and agencies. Those include the New Hampshire Council on the Arts; the Humanities Council of New Hampshire; the YWCA, the Division of Children, Youth and Families; Marathon House, Narcotics Anonymous, Alcoholics Anonymous, NH AIDS Foundation, City of Manchester Health Department and Odyssey House.

The institution also provides services to the community by providing inmate workers for the Angie's Homeless Shelter for Women, Goffstown Police Department, Goffstown Park and Recreation, Goffstown Library, Camp Allen in Bedford, the Manchester Police Department, and other community agencies.

TREATMENT STRATEGIES AT NH STATE PRISON FOR WOMEN

COGNITIVE PROBLEM SOLVING an eight-week program that assists inmates to identify problems, make choices on dealing with them appropriately, and summarizing the process.

RELAPSE GROUP looks at the dynamics of relapse to drugs and alcohol. Teaches preventative measures, health lifestyles, therapeutic approaches, community resources and the importance of continuous monitoring. Involvement in AA/NA groups is also stressed.

LIFE SKILLS a six week program that teaches inmates survival skills, budgeting, resume preparation, job search, decision making and enhance their adjustment to the community.

SUBSTANCE ABUSE meets three times a week to study the consequences of addiction and the recovery process.

RELAPSE PREVENTION weekly group meetings to provide awareness of relapse, addiction and nutrition. The Substance Abuse Group is also included in this program.

DOMESTIC VIOLENCE GROUP meets for 10 weeks and focuses on recovery from trauma. Helps women recognize domestic violence (physical, verbal or emotional). This is followed by groups, if needed.

SELF-ESTEEM GROUP this is an eight week program that meets weekly to identify the concept of self-esteem.

WOMEN'S ISSUES GROUP on going group to discuss with an eclectic range of issues pertaining to women.

ALTERNATIVES TO VIOLENCE SEMINARS volunteers run this 3-day seminar conducted 4 times a year. It focuses on primary conflict resolution skills and step by step experiences and exercises focusing on affirmation, communication, cooperation and creative conflict resolution.

AL-ANON GROUP this group is based on the 12-step philosophy of AA. It helps people heal from drug addiction's effect on friends and families of chemically dependent people.

AA/NA PROGRAM this group deals with helping people overcome addictions to alcohol and/or drugs. Meets three times a week.

FEELINGS/COMMUNICATION GROUP this group helps people deal with feelings and the most effective way to deal with those feelings without resorting back to addictive lifestyle.

CAREER DEVELOPMENT - 10 hour classes focusing on interviewing skills and "job keeping" strategies.

HOUSING BREAKDOWN OF FEMALE OFFENDERS AT DOC FACILITIES - JUNE 30, 2002

JURISDICTION/STATUS	TOTAL	JURISDICTION/STATUS	TOTAL
State sentenced at NHSP/W	90	State sentenced at Calumet House	7
State sentenced out of state	4	State sentenced at North End House	8
State sentenced at county facilities	0	State sentenced at Lakes Region Facility	48
Inmates from other states	4	County pre-trials	9
Federal agencies	1	County sentenced	8
TOTAL = 179			

**Lakes Region Facility
One Right Way Path
Laconia, NH**

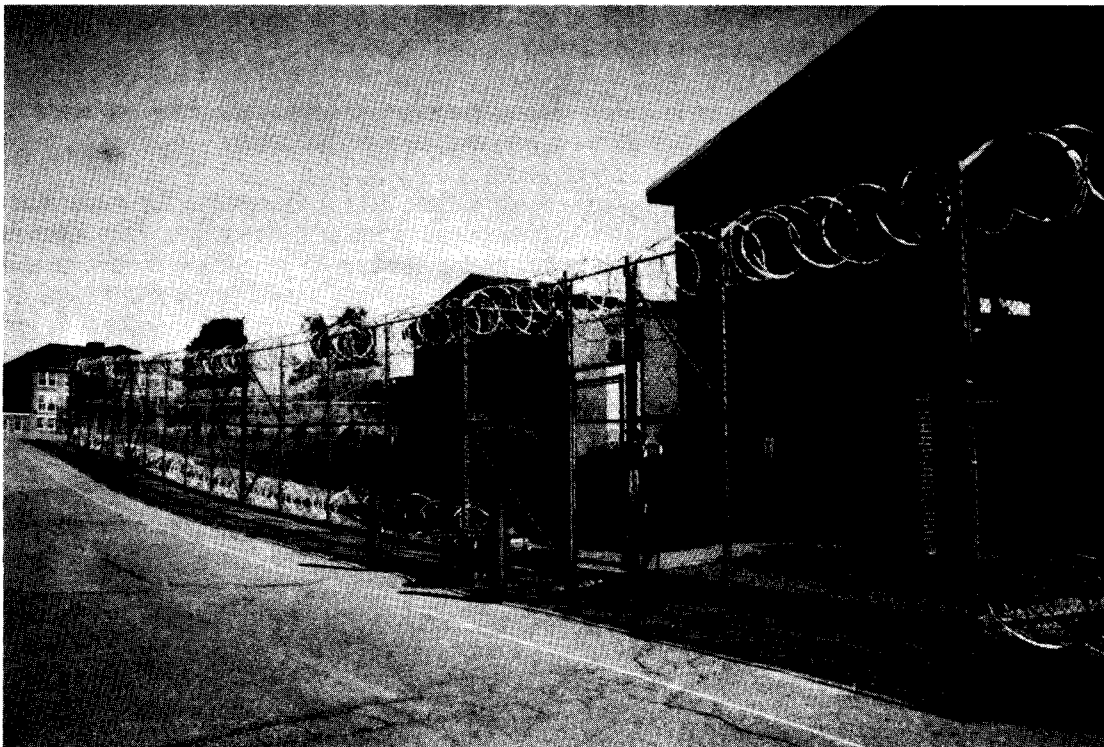
John Sanfilippo, Warden

Major Dennis Cox, Security
Denise McKean, Supervisor of Classification
Rebecca Frame, Education Supervisor
Donna Maltais, Nursing Coordinator
Lt. Lester Eldridge, Chief of Operations

Acreage: 278.20 in Belknap County

Prison opened 1991
Inmate Population Capacity: 600
Average population FY-02: 381

The Lakes Region Facility is a program institution, which houses medium and minimum security male and female offenders.



LAKES REGION FACILITY

Housing Units

- 125 minimum-security male inmates are housed in the Rice and Peterson Buildings. These buildings are located outside of the main security fence.
- 45 minimum-security females are housed in the Speare Building, which is located outside of the security fence.
- The remaining medium-security male inmates are housed in King, and Murphy Wing buildings behind the security fence.

Programs

- First Step Program (character development)
- Summit House Program (drug/alcohol abuse treatment)
- Transformations (Post-Secondary Educational Program)
- Other educational/vocational programs

FIRST STEP

The First Step Program is a precursor to all other programs at LRF. All offenders serving their sentence at LRF must complete this program. It is designed to develop ownership, to guide them in taking responsibility and control of their lives – to become internally motivated.

The community release component of First Step affords offenders the opportunity to return to society after 60 days of successful program time. The graduates exit to either the Academy program or strict probation and often go directly to further drug and alcohol treatment. This program is specifically for non-violent, non-sexual offenders who may either have failed at initial probation or for whom the State/Court feels that one more attempt at a community option is appropriate.

During the fiscal year, 335 offenders participated, approximately 250 graduated. Fifty-two were released to participate in the Academy Program while 20 were released to strict probation.

First Step is a 60-day highly structured program, designed to build a foundation for male and female offenders to confront offense responsibility, and to change attitudes and behaviors. This intensive self-motivational program adheres to strict regimentation and discipline of a military model coupled with programs in substance abuse intervention, cognitive problem solving, individual accountability and civic responsibility. It is a no frills program that demands much from the participants: marching in formation, daily physical fitness (geared to the individual), no visits, no talking without permission and the "Napoleon Hill Positive Mental Attitude" course.

SUMMIT HOUSE

The Summit House Drug and Alcohol Substance Abuse Program at LRF consists of three phases.

- Phase I includes six months of intensive treatment.
- Phase II is the work/education component located outside the secure perimeter. It lasts approximately two months. Some inmates elect to participate in the Transformations Program during this phase.
- Phase III consists of the final three months where the inmate is integrated into the community from either a halfway house or through Administrative Home Confinement (electronic monitoring).

Before an inmate may participate he/she must be 24 months from his/her minimum parole date as well as show a commitment to treatment and recovery. The treatment environment is based on a social-learning model. It requires a safe location and the structured setting of a modified therapeutic community.

Summit House offers individual and group therapy, films, lectures, self-help meetings, and community meetings three times a week.

TRANSFORMATIONS

New Hampshire Community Technical College Laconia

Program Description:

The Transformations Program is a cooperative effort on the part of the Department of Regional Community Technical Colleges and The Department of Corrections. Transformations offers 16-week training sessions for male and female offenders at the Lakes Region Facility in New Hampshire. Employment, living skills, counseling, and career planning are integral components of the program.

Transformations began in March 1993. We currently have eight college staff employed. Funding began through a Grant from the Federal Department of Corrections Education.

Purpose:

- ◆ Retrain Displaced Workers
- ◆ Reduce Recidivism
- ◆ Provide Future Choices for Education and Employment
- ◆ Improve Earnings
- ◆ Lower Costs of the Criminal Justice System
- ◆ Enhance the Economy
- ◆ Promote Citizenship

Target Population:

The program was written primarily for young, first-time, non-violent offenders. Average age is 26. Preferably, inmates selected for the program have not been in the general population, but have completed drug, alcohol, and behavior rehabilitation.

To be eligible for Transformations, inmates must pass a qualifying exam indicating they are at an eighth grade reading and math level. In addition, they must be approved by the Department of Corrections: appropriate sentencing (ready for release soon after graduation), completion of First Step (behavior modification), and Drug and Alcohol treatment if required.

Project Capacity/Length of Stay:

The Transformations Program can accommodate a total of 45 clients per cycle. The program length is 16 weeks, during which, the student earns 24-26 college credits and a Transformations Certificate.

Goals:

Productive Employment	Positive Post-release Adjustment
Active Citizenship	Lifelong Learning
Improve Academic Functioning	Build Self-esteem
Form Long-term Plans	Develop Socially Appropriate Behavior

Cooperative Agency Support:

Supporting agencies include New Hampshire Department of Regional Community Technical Colleges, New Hampshire Department of Corrections, and New Hampshire Department of Employment Security.

Certificate Programs

Currently two areas of technology are being offered.

- 1- Information Technology
- 2- Industrial Technology

Results to date May 2002:

441 Graduates

**Less than 12% Recidivism*

Graduates Average \$40/week More than Their Counterparts

90% Plan Further Education

Transformation Students Score above the Mean on the Act-Asset Test Given by the College

Earnings Range from 2 to 8 Dollars per Hour above Minimum Wage in Transformations Related Jobs

Transformations graduates have been accepted to and/or attended the following schools:

- ◆ NHCTC - Laconia, Stratham, Nashua, Manchester, Berlin
- ◆ NHTI
- ◆ Hesser
- ◆ Plymouth State College
- ◆ Franklin Pierce, Concord and Nashua
- ◆ UNH
- ◆ So. Maine Technical College
- ◆ McIntosh College
- ◆ Memphis State College
- ◆ Arizona State University

*Recidivism nationwide is 60-65%, for the State of New Hampshire it is 40 - 45%. It currently costs \$25,000 to keep an inmate incarcerated for one year.(Recidivism rate for Transformations graduates is less than 12%.)

THE LEARNING LAB

The LRF Learning Lab's primary purpose is to serve the educational needs of inmates. The DOC employs two full-time, Masters level educators in the Learning Lab. Two more teachers will be hired during the fiscal year.

GED preparation is emphasized. The GED pass rate for the fiscal calendar year 2002 was 76%. Fifteen inmates sit for all or part of the GED exam each month.

Total Students: 139
Number of completed test taken: 80
Number of completed tests passed 56
Passing Rate 76%

Other areas of instruction

- Computer - assisted learning
- English as a Second Language instruction
- Pre-Transformations preparation.
- Self-directed and self-paced study of topics ranging from blueprint reading to keyboarding.
- Inmates whose native language is Spanish, and who want to learn to read, write and speak English better receive one-on-one instruction and computer assisted training.
- Selected inmates receive math, PMA and reading tutoring from civilian volunteers.
- "Pre-tech" classes in writing and math help prepare inmates for success in the Transformations program.
- Remedial help for Transformations students.

The lab supports programming at the prison by scheduling time slots for every inmate unit. For example: First Step candidates may work on papers or graduation speeches, the women can complete instruction begun at Goffstown, while other offenders may receive tutoring in math. On average, each unit may visit the lab three times a week, with extra time available for those needing it.

THE LRF LEARNING LAB IS VERSATILE

- ❖ 7000 volume lending library, which includes books for research, self-improvement and pleasure reading.
- ❖ Employs an inmate librarian.
- ❖ Allows inmates to research the law and prepare for pending cases.
- ❖ Inmates enjoy current magazines and newspapers and pick up a selection of faith-based material.

The Family Resource Center

In February 1999, the Family Connections Project was created in collaboration with the University of New Hampshire's Department of Family Studies and the University of New Hampshire Cooperative Extension. It is designed to help the families and children (the forgotten victims) of incarcerated parents. Through education and support, we strengthen the connections between incarcerated parents and their families while facilitating ties to their communities through education and support.

This Family Resource Center provides:

- ✓ A comprehensive family library
- ✓ Parenting education classes
- ✓ Parenting support groups
- ✓ Monitored program visits

These visits take place for the incarcerated parent and their children in a safe, developmentally enhancing child-friendly environment. To help encourage literacy and to help form attachments, the Center provides books for inmates to read on audio tapes and send to their children.

The Family Resource Center has applied for grants to cover funding the project which runs out in June 2003. The Family Resource Center has become a member of Network NH, a coalition of community and family support programs. The Family Resource Center is also working with NH Division of Child Support Services to provide direct services to incarcerated parents.

EMPLOYMENT SERVICES FOR INMATES

In the early stages of programming, the employment services provided focus on employment readiness. Inmates participate in short-term pre-employment classes or are provided services in small groups or 1:1. Services provided at this stage include:

- Vocational evaluation
- Pre-employment review (vocational interest testing, determination of education or functional level, career exploration)
- Job seeking preparation (applications, interviews, and resumes-finding jobs)
- Job keeping preparation (getting along on the job, working with others, etc.)
- Obtainment of Social Security card for employment identification (and birth certificate if desired by inmate)
- Job leads for any First Step Special Alternative Incarceration graduates

When an inmate reaches minimum-security status at LRF and nears release, additional employment services are provided including:

- Review of job seeking and job keeping skills
- Revisions of resume or job application information
- Networking with local and statewide employment agencies and services to assure the most current information is available for inmates
- Job development
- Securement of employment for a release plan (Administrative Home Confinement, parole, probation, or upon maximum release date) through phone contact or job outings
- Assistance in removing possible barriers to obtaining or maintaining employment
- Referrals to other agencies for employment-related reasons
- Veterans' information sessions and services referrals, and assistance with securement of military record information
- Assisting with transport to program interviews at treatment facilities to be used for parole (and provision of information on inmates for that process)
- Monitoring of individual's release plan to assure reasonable timeline and to avert problems with release
- Monitoring and communicating the employment component of release plans with employers, probation/parole, and others
- Provision of identification (Social Security card) needed for employment
- Communication and interaction with halfway houses and other prisons on an inmate's release status and forwarding identification property
- Assistance with employment securement when requested by an inmate (or another corrections facility) who is at a halfway house or on probation/parole.

In the past year Employment Services has completed the following:

- 87 individuals tested with the TABE who had not been tested in Concord nor Goffstown
- 350 individuals reviewed in the First Step Program given vocational assessments and had the results gone over. The actual testing and review of the results takes 10 hours per platoon; additional time is spent correcting each test and writing each individual's summary report.
- 260 duplicate social security cards processed
- 21 job interview outings for AHC or parole plans were arranged, conducted, and followed-up. [NOTE: The IPPO/driver was only available for the last 6 weeks of the year; the position had been empty due to FMLA and military leave for 46 weeks prior.]
- 15 program interview outings were arranged
- 2 Veterans' Information Sessions for C2 inmates were conducted
- 6 complete vocational evaluations were conducted for use by Vocational Rehabilitation

- 82 submitted AHC plans were monitored. Of this number 6 were withdrawn by the inmate; 19 resulted in denials by the Commissioner (25%); 57 (75%) were approved and released to Administrative Home Confinement.
- 134 submitted parole plans were monitored. At least 53 of these were released on parole.

COMMUNITY SERVICE WORK

Minimum custody inmates provide valuable services working in the community at no cost to groups like:

- ✓ Glenclyff Home for the Elderly
- ✓ New Hampshire Veterans Home in Tilton
- ✓ Lakes Region United Way
- ✓ Humane Society
- ✓ Local municipalities
- ✓ Gunstock Recreational Area.

During FY-02, the inmates saved the non-profits an estimated \$167,272.00 equaling 32,480 hours of community service work.

THE VOLUNTEER PROGRAM

Approximately 275 individuals volunteer their services and time at LRF from Connecticut, Massachusetts, Maine, New Hampshire and Vermont for:

- Self-help meetings: 9 Alcohol Anonymous and 3 Narcotic Anonymous Meetings per week
- Religious activities: 12 Bible Study Groups and 5 Religious Services per week. Calvary Bible Church, Christ Life Center, Gideon Bible Study, Jehovah's Witness, Kairos, and Neo-Pagan Study Group provide the services. There are Protestant and Catholic Services each week.
- First aid/CPR classes: Volunteers provide training.
- Victim awareness programs: Classes are conducted for individuals interested in victim awareness.
- Educational tutoring: Volunteers tutor individuals who need assistance in Reading, Math and English as a Second Language (ESL)
- Family Resource Center: Group counseling sessions are conducted by volunteers.
- Liturgical Dance: Instruction is provided once per week.
- Musical and Dance Presentations: Various groups perform during the year.
- Alternative to Violence Program: Training by volunteers is provided for several weekends during the year.

Volunteer activities are scheduled evenings during the week and weekends during the entire day. We have volunteer activities everyday.

In November 2001, volunteers were celebrated with an appreciation evening, thanking them for all their hard work and assistance

CHAPLAINCY

A wide variety of activities for offenders are coordinated through the Chaplaincy Program using the resources of the many volunteers. The events allow inmates to participate in programs specific to their individual faith. Over twenty-five activities were scheduled during the last Fiscal Year. Among them were the Gospel Express Concerts, prayer services, several KAIROS retreats, Christmas gifts for inmate's children, and a two-day Prison Fellowship Seminar. Approximately 18 inmates per month attend the ongoing KAIROS meetings.

Northern NH Correctional Facility
138 East Milan Road
Berlin, NH

Bruce W. Cattell, Warden

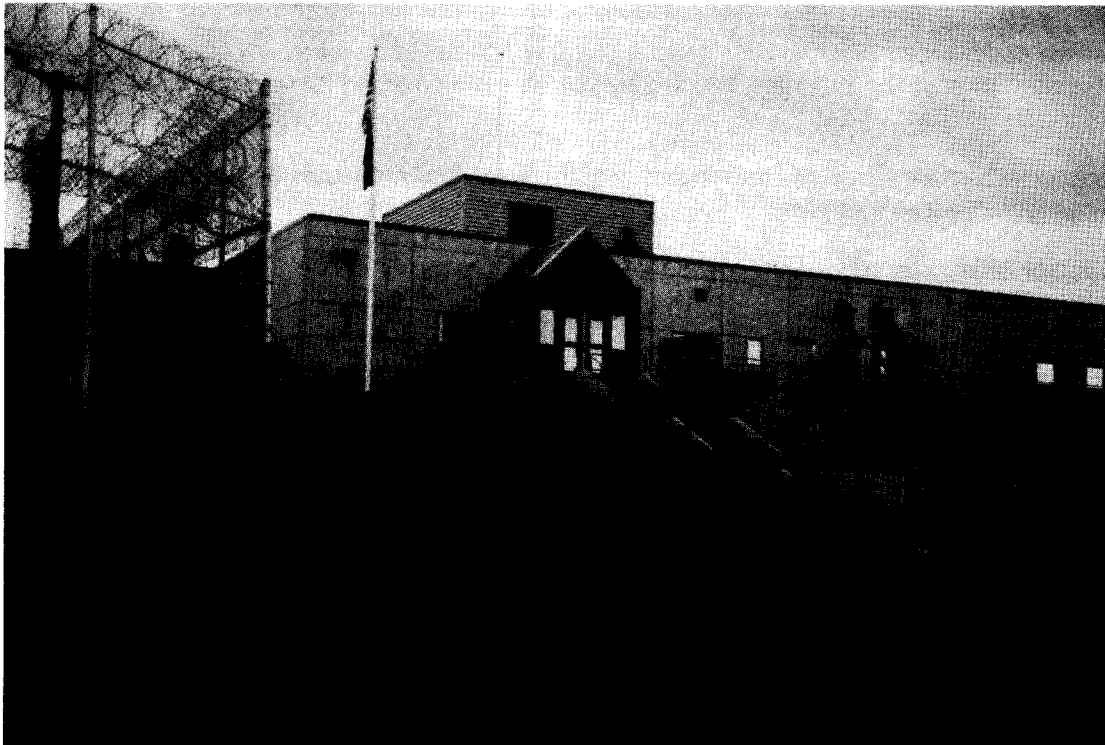
Major Ross Cunningham, Security
Captain Jon Fouts, Security
Susan Young, Administrator of Programs
George Adams, Administrator of Industries
Tina Withington, Supervisor of Classification
Denise Rancourt, Nursing Coordinator

Acreage: 113.60 in Coos County

Prison opened 2000

Inmate Population Capacity: 500 medium and 25 minimum male offenders

Average population FY-02: 446



NORTHERN NH CORRECTIONAL FACILITY

The mission is to provide a safe and secure environment that will challenge individuals to develop their potential through personal growth. Promote meaningful learning opportunities that nurture responsible decision-making, recognize and support development of emotional maturity and advance personal responsibility. Honor individual strengths, respect and embrace the commitment to disciplined teamwork as essential to safe and efficient prison management.

The design-built facility operates as a Direct Supervision facility where officers are assigned to the same inmate living area day after day to work towards a mutual benefit of harmony and provide leadership examples for the inmate population.

NCF continued to increase staff and inmates. Inmates have been phased into the facility reaching 507 at the end of FY-02. All of the institution's nine units are operational. Eight units house 500 C-3 (medium-security) inmates and one-unit houses 25 C-2 (minimum-security) inmates.

NCF is located 120 miles north of Concord. The construction of NCF in the New Hampshire North Country has developed stable employment options for qualified New Hampshire residents and has contributed substantially to the infrastructure of the North Country economy.

PROGRAMS

NCF security and counseling staff are trained in the Therapeutic Community concept. Two NCF units operate TC models. These models serve to enhance programs and afford inmates an increased opportunity to confront their negative behavior patterns.

There are two program units at NCF, Summit House drug/alcohol programming and Sex Offender Program. These serve 120 men.

Other Programs

- Domestic violence
- Anger management
- Positive mental attitude
- Positive Connections (alcohol/drug education series)
- Parenting skills

Education services established December 2000

- Geared to GED preparation and testing
- Skill building for successful GED graduates.
- Sixty students are actively involved in the education programming each term

Library Services

- Include scheduled recreational library and law library.
- The NCF recreational library features over 3,500 books, periodicals and educational resources.
- The Law Library features computer based access to Lois Law legal resources.

Vocational Training Programs

Certificate Programs

- CAD/CAM
- 3D Visualization
- Culinary Arts Introduction and Advanced

Recreation

- Seasonal Sports Inter-murals
- Weight Room
- Musical Instruments
- Games, Puzzles, Cards
- Hobby Craft Area expanded Hobby Craft scheduled to open January 2003

Canteen

- The inmate Canteen operates on a bi-weekly basis with an average draw of \$40,000..

Chapel

NCF has a part time chaplain who serves the spiritual needs of Christian and non-Christian inmates at NCF. The Chaplain is assisted in this mission by a dedicated group of Volunteers. There are thirty weekly offering on the chapel schedule. The **Free Indeed Ensemble** is a chapel based choir under the direction of the Chaplain the choir has performed for services and the inmate holiday event.

Volunteer Services

There are over 100 volunteers who serve NCF on a monthly basis; the dedicated volunteers travel from all over the state to offer their services to the inmates at NCF. The Volunteer Coordinator works extensively with all religious volunteers, AA, NA, Kariros, AVP, and the community at large to increase offerings to the inmates and their families.

COMMUNITY ACTIVITY

NCF strives as an organization to be a contributing asset to the community. Regular meetings are held with a group of citizens who sit on the Citizen Advisory Committee. This group comes from a broad spectrum of the community. They are educated on the operation of the prison and provide valuable feedback and suggestions from a community perspective. Numerous tours are given to educational and government groups. The facility participates in a community open house each year allowing any one over 18 years of age from the community to visit. Over one hundred thirty people came through in institution on that day in June 2002.

COMMUNITY WORK PROJECTS

NCF's mission to give assistance to the community continues with a total 3,152 hours in community service by the minimum-security inmates during this year. Inmates have provided assistance to local, state and non-profit organizations. Projects include several trips to unload tractor-trailers for the food bank, cleaning the attic and refinishing chairs at the Marston school. In addition to landscaping at Heritage Park, they assisted in the construction of a playground at Ed Fern School and several other community based projects.

GOALS

Goals for NCF include

- Receiving ACA accreditation, which was realized in October 2001.
- Having all of the inmate beds operational which was realized in February 2002.
- Continue to increase the amount of service hours provided to the community by the inmate population.
- Establishing increased services for children of inmates through parenting programs for inmates and structured programs for visiting children
- Increasing educational and vocational opportunities for inmates
- Attracting and maintaining civilian and security staff.
- Increase work opportunities for inmates.

**NH Department of Corrections
Division of Field Services
105 Pleasant Street, Third Floor
Concord, NH**

Larry Blaisdell, Director

Michael McAlister, Assistant Director
Joanne Fortier, Assistant Director

Acreage: 11.0 in Merrimack County and .34 in Hillsborough County. District Offices are leased

Shea Farm in Concord opened in 1973
Calumet House in Manchester opened in 1979
North End House in Concord opened in 1996
There are 12 District offices
Halfway Houses total capacity: 148
Average Offender population FY-02: 8,200

The Division of Field Services supervises offenders who are on probation, parole, bail, and those responsible for victim restitution fees. Field Services also supervises minimum-security inmates incarcerated in halfway houses. It also oversees individuals who are on Administrative Home Confinement.

FIELD SERVICES

The Division of Field Services/Community Corrections continues to maintain district offices in all ten NH counties with two offices in Hillsborough County. Sub offices are located in Portsmouth, Franklin, Salem, and Lebanon. We have 3 halfway houses with 2 located in Concord and 1 in Manchester. Proudly, we are a nationally accredited agency

FIELD SERVICES

As of June 30, 2002 there were 23 offenders who were being supervised under the Electronic Monitoring Program. Seventeen were Administrative Home Confinement placements. These offenders are inmates of the New Hampshire State Prison who are transitioning back to the community including those in the community phase of the Summit House program at the Lakes Region Facility. The remaining probationers or parolees were placed on electronic monitoring in lieu of being returned to the prison or county jail as a sanction often by agreement instead of a formal violation.

The Division continues to provide intensive supervision for incarceration bound offenders consistent with RSA 651:2V(c). Additionally, intensive supervision is also provided to parolees who have employment and homes in the community, who due to the nature of their offense (such as sex offenders) require a higher level of community supervision, and might have remained in prison without it.

The Division continues to be an active participant in the Strafford County and Manchester District Court domestic violence programs in addition to the Greenbook project in Grafton County.

The State was recently awarded a federal grant of nearly 2 million dollars to establish a pilot program for Serious and Violent Offender re-entry to society. A model project is in the final stages of development for the Manchester area for adult parolees. The Division of Children and Youth Services will be a sub-grantee for a similar pilot project in Belknap County for juvenile offenders.

There were **4,743** probationers and parolees under supervision as of June 30, 2002. The agency supervises approximately **2,140** collection only cases.

Field Services took control of the computer project, opting to develop the balance of it in house this year. Great strides have been made and automated check disbursements will increase each month beginning in December with total automation expected by April of 2003.

Field Services is in the process of upgrading our offender classification tool to the LSI-SV. The National Institute of Corrections has recently awarded us a Technical Assistance Grant. This will provide the means to train staff and get the program up and running. This modern assessment tool will help provide accurate, defensible, classifications of offenders and will provide a comprehensive supervision plan.

An incident report database has been developed, in house and is in the process of being loaded with last year's data. This is an ongoing effort to provide statistical data to internal and external stakeholders. The system should be fully in use in the next few months.

As a result of Rockingham County needing additional space, the Brentwood District Office has been temporarily housed in the Manchester District Office since expiration of the lease early this year. Office space cost in the county has prevented us from quickly locating a new space but we will be moving to a space in Exeter sometime in December of this year. This has been an uncomfortable situation for all but the professionalism of staff in both offices has allowed service to continue with only slight modifications.

The Academy Program

The Academy program started statewide in January 1996. This program is an alternative sentencing option for non-violent low risk, prison bound offenders. The program is a one-year long intensive and comprehensive program of both punishment and rehabilitation designed to supplant incarceration in the first instance. This community-based program compels rehabilitation and promptly incarcerates offenders who fail to comply with the rigid program requirements. Community Service is an integral part of the Academy Program.

The participant is required to satisfactorily complete a core curriculum of living skills courses such as parenting, stress management, money management and nutrition. If employed, the participant must maintain their job. If unemployed, the participant must complete a job search workshop and make a required number of good faith job searches daily. Additionally, depending on need and ability, a participant is required to satisfactorily complete counseling and/or a variety of educational and vocational courses offered in the community within certain time requirements. The Academy's substance abuse component requires the participant to attend a required number of self-help meetings per week, refrain from any use of alcohol or drugs, and submit to random urine testing and Alco-Sensor screenings.

The assigned Probation/Parole Officer and the local case manager enforce compliance.

There were 221 offenders sentenced to the Academy Program from July 1, 2001 to June 30, 2002. 115 participants successfully completed and graduated from the program during that same time period. On June 30, 2002, there were 238 offenders actively participating in the Academy Program.

BUREAU OF COMMUNITY CORRECTIONS

The purpose of the Community Corrections Centers is to offer opportunities for offenders to transition to the community, an opportunity to put together a solid parole plan, and an opportunity to be reunited with their families. The Bureau also offers an option for parolees at risk of violating their parole.

There are three Community Corrections Centers:

Calumet House in Manchester has a capacity of 64 (56 males, 8 females)	13 staff
North End House in Concord has a capacity of 48 (40 males, 8 females)	10 staff
Shea Farm House in Concord has a capacity of 40 males	12 staff

The Bureau of Community Corrections is responsible for the three community corrections centers, helping to forge better relationships between the NH DOC, the Courts, and the community. The Bureau was re-accredited by the American Correctional Association for the fifth time in January 2002. Total staff, all locations: 38.

Programs Offered at Community Corrections Centers:

- Work Release
- Money Management
- Counseling (on and off premises)
- Goal Setting
- Increased Family Visits
- Responsibilities Toward Re-socialization
- Parole Plan Preparation.

Residents also participate in house meetings in which volunteers come in and speak about such subjects as HIV/AIDS/STD's, rental laws, consumer credit, and programs for minorities. Additionally, the offender

is required to maintain employment, may attend school, self-help programs, church services, and other religious activities.

Residents of the Community Corrections Centers have been involved with volunteer activities. Some have given their time to the Salvation Army, American Red Cross, "Dress for Success," soup kitchens; shelters, food banks, and churches in hopes of giving something back to the community.

Calumet House Accomplishments:

Residents of the Calumet House donated many hours working with the American Red Cross, Greater Manchester AIDS Program, Salvation Army, Food Bank, Manchester Soup Kitchen, and the New Way Home. Residents have also been involved with the restoration of the Bethany Chapel off Brown Avenue.

North End House Accomplishments:

Residents of the North End House continue to volunteer their time to the Friendly Kitchen in Concord, Salvation Army, and NH Coalition Against Domestic Violence.

Shea Farm House Accomplishments:

The center has transitioned into a modified "therapeutic community" aftercare program for Summit House participants. The Summit House Aftercare personnel have increased the number of groups available, as well as one-on-one counseling. We held our third annual Family Day in June, which is a day of recovery and fun for halfway house residents and their families. Operation Starting Line was implemented recently as well. We have continued our staff-accompanied "field trips" dubbed "Recovery on the Go" and visited Barnes & Noble. The residents have continued to maintain an adopted spot near the center as a community service project for the City of Concord. Residents also volunteered with the Merrimack Valley Aids Association spring clean up.

COMMUNITY CORRECTIONS BREAKDOWN - JULY 1, 2001 - JUNE 30, 2002

	CALUMET	NORTH END	SHEA
Residents assigned to the program	206	135	143
Residents paroled from the program	144	77	101
Residents released on Max date	12	11	11
Residents returned to NHSP for violations	51	46	26
Walkaways	4	3	2
Parolees assigned to the program	7	13	4
Federal inmates assigned to program	0	0	0
Released to AHC	0	2	0
Residents in-house on June 30, 2002	59	47	38
Money paid to state for Room & Board	\$147,078	\$106,466	\$91,534
Money residents saved	\$193,950	\$149,254	\$120,861

During FY-02, \$36,494.50 was collected from residents for restitution payments.

During in FY-02, \$84,060.36 was collected from residents for cost containment (court-appointed attorney) fees.

ADULT PAROLE BOARD - John eckert, executive Assistant

Composition: The Adult Parole Board consists of seven members appointed by the governor and approved by the Governor and Executive Council. Three board members must preside over each hearing.

Mission of the Adult Parole Board. RSA 651-A states that the board shall release from prison only those prisoners who "...shall remain at liberty and conduct themselves as good citizens." Simply stated, when considering prison inmates for parole, the board must try to determine which inmates, if released from prison, will refrain from the behavior that led to their incarceration. The board must also determine which violations of parole conditions are serious enough to warrant return of the parolee to prison. The board conducts parole hearings on three days each month, and parole revocation hearings on two days each month.

Board Members.

Thomas D. Winn, Chairman	Term expires - July 2006
Amy Vorenberg, Vice-Chair	Term expires - July 2003
Leon Cyr	Term expires - September 2006
Thomas J. Hammond	Term expires - September 2002
Cecile B. Hartigan	Term expires - September 2004
Nick Hart	Term expires - March 2005
George L. Iverson	Term expires - March 2005

Parole Hearings: July 1, 2001 - June 30, 2002		
Number of hearings	Approved	Denied
962	745	217

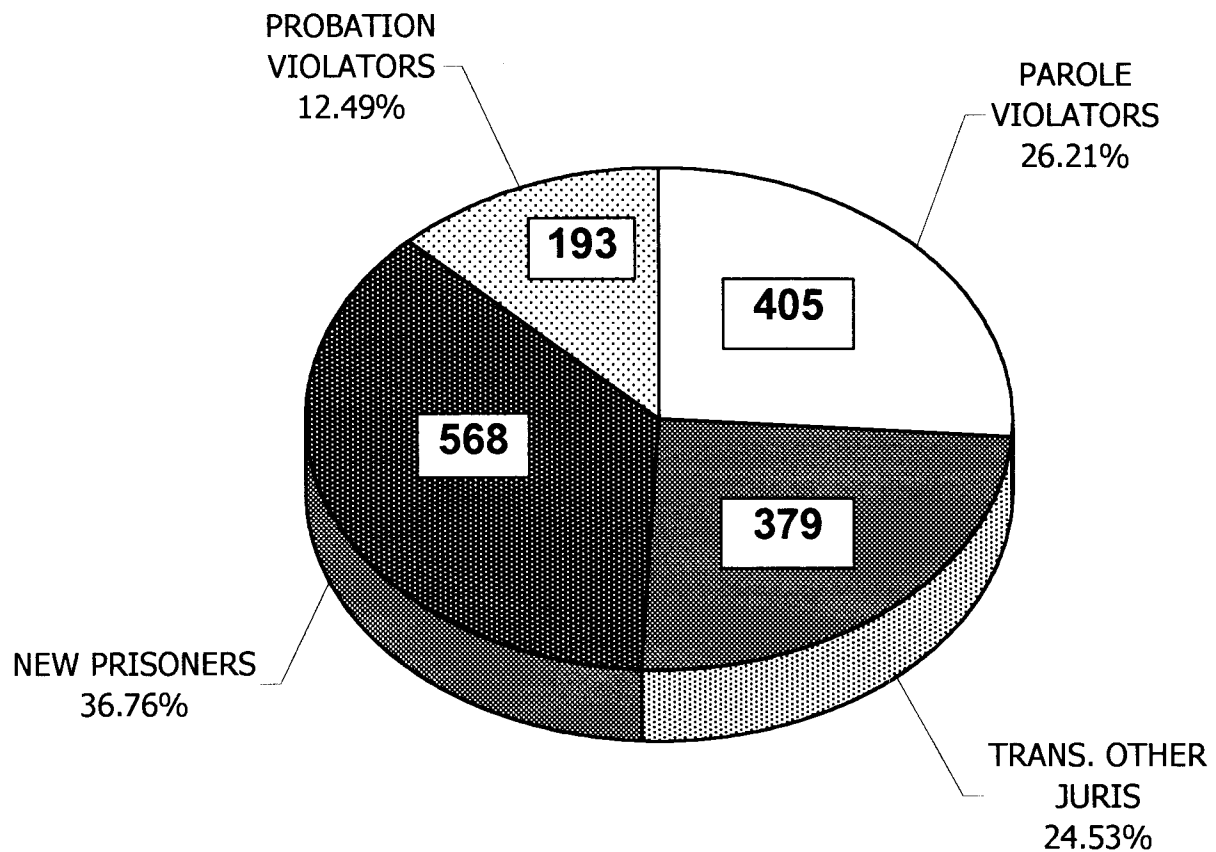
Parole Revocation Hearings: July 1, 2001 - June 30, 2002		
Number of hearings	Parolees Revoked	Returned to parole
333	309	24

FIELD SERVICES CASELOAD AS OF JUNE 30, 2002

DISTRICT	AHC	PAROLEES	PROBATIONERS	COLLECTION ONLY	BAIL	ADMINISTRATIVE
BERLIN	0	18	133	23	0	0
BRENTWOOD	5	107	498	375	56	40
CENTRAL	0	311 (OOS)*	0	0	0	0
CLAREMONT	3	41	265	104	37	0
CONCORD	2	268	447	375	19	65
DOVER	4	51	435	232	12	401
KEENE	1	27	300	27	0	62
LACONIA	0	60	188	115	16	0
MANCHESTER	5	390	436	373	100	35
NASHUA	2	80	380	340	55	39
NORTHHAVERHILL	0	49	370	108	10	1
OSSIPEE	1	23	177	68	38	55
GRAND TOTAL	23	1425	3629	2140	343	698

* OOS denotes Out of State/Interstate Compact Supervision

NH DEPARTMENT OF CORRECTIONS ADMISSIONS FISCAL 2002

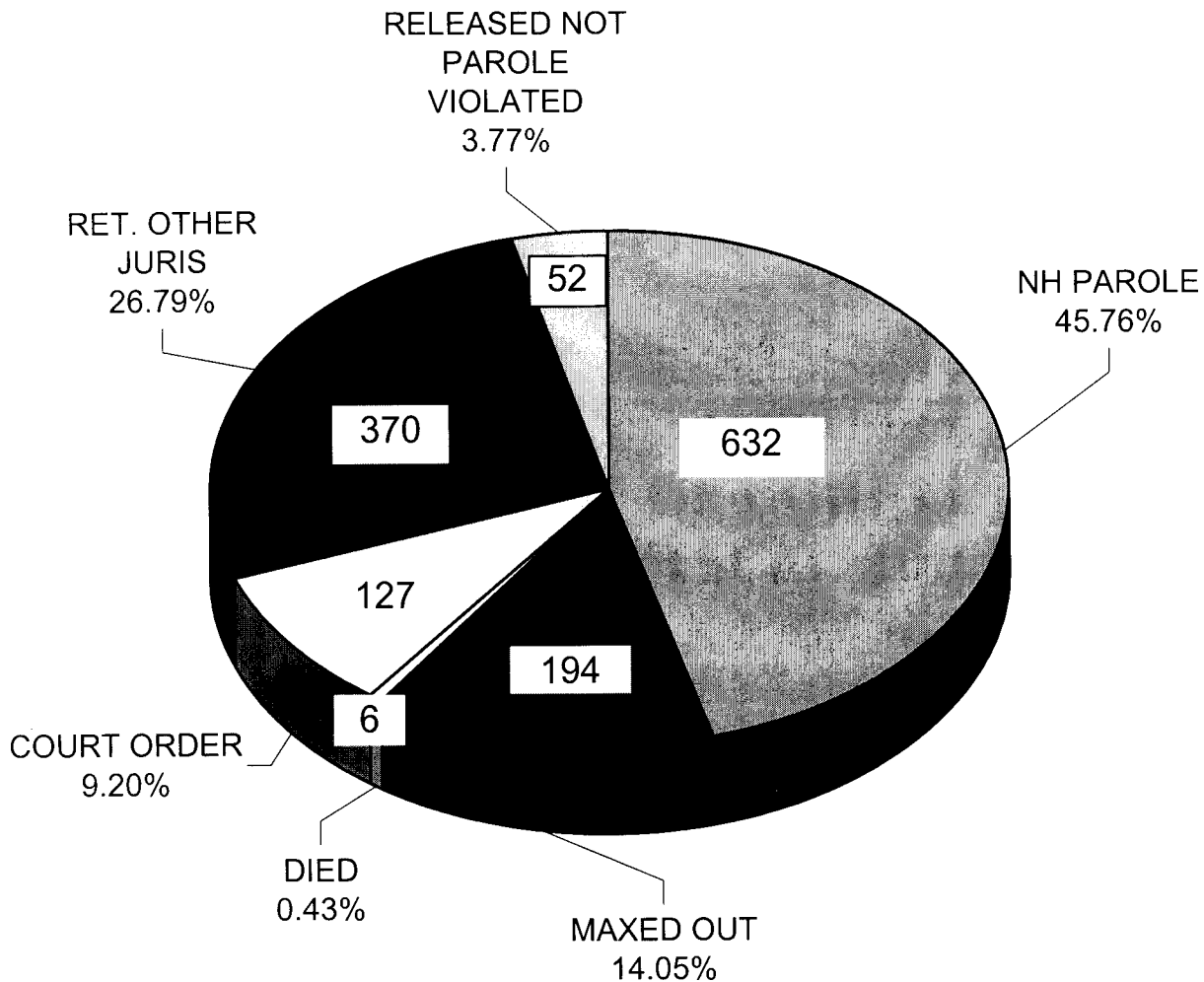


TOTAL ADMISSIONS = 1545

TOTAL ADMISSIONS

	FY-98	FY-99	FY-00	FY-01	FY-02
New Prisoners	524 - 36.19%	504 - 31.52%	518 - 31.49%	594 - 36.49%	568 - 36.76%
Parole Violators	331 - 22.86%	372 - 23.26%	360 - 21.88%	347 - 21.31%	405 - 26.21%
Probation Violators	122 - 8.43%	171 - 10.69%	152 - 9.24%	182 - 11.18%	193 - 12.49%
Transfers - Other Jurisdictions	471 - 32.53%	552 - 34.52%	615 - 37.39%	505 - 31.02%	379 - 24.53%
TOTALS	1,448 - 100%	1,597 - 100%	1,645 - 100%	1,628 - 100%	1,545 - 100%

NH DEPARTMENT OF CORRECTIONS RELEASES FISCAL 2002

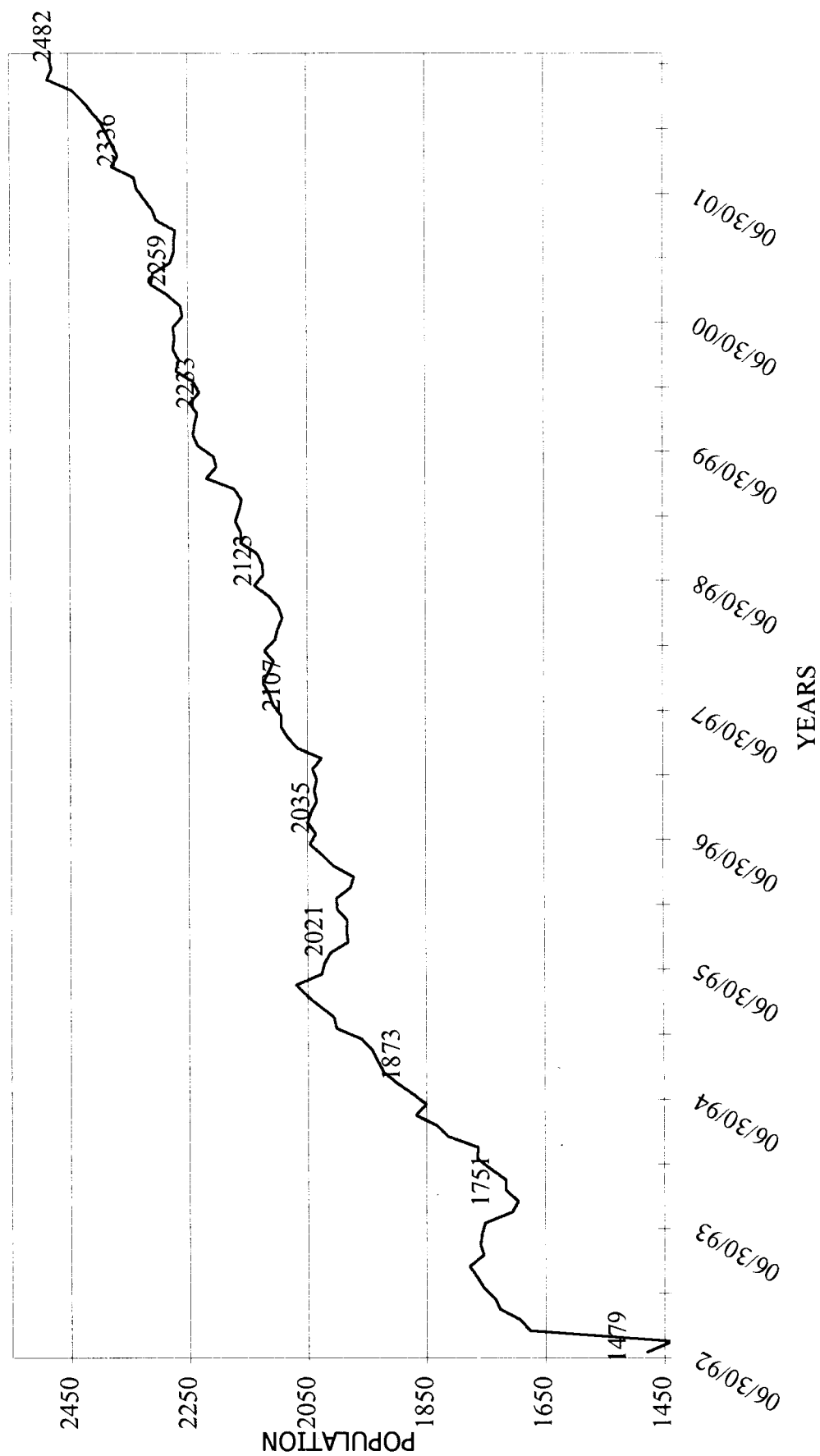


TOTAL RELEASES = 1381

**NH DEPARTMENT OF CORRECTIONS
ANNUAL RELEASES**

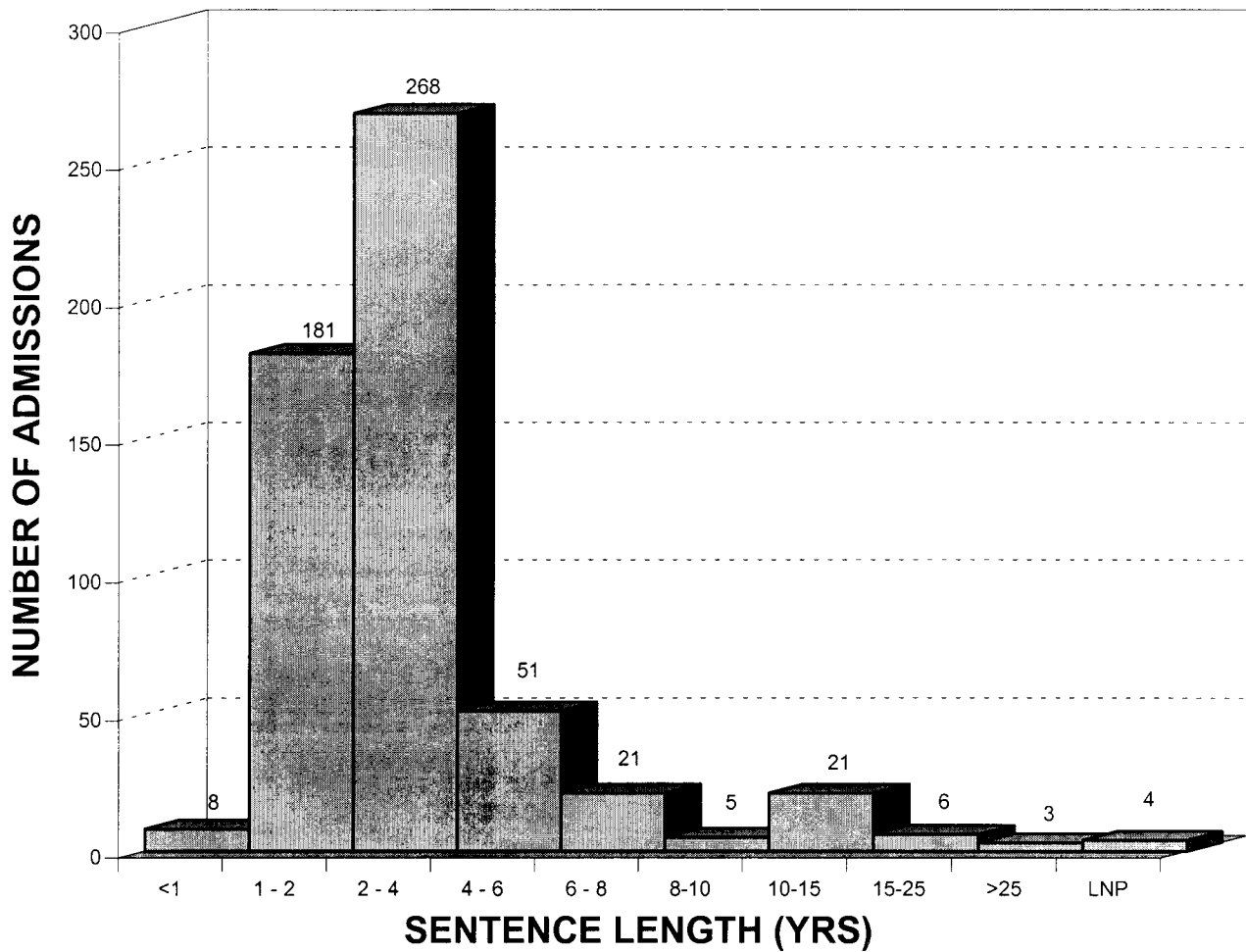
	FY-98	FY-99	FY-00	FY-01	FY-02
Court ordered	94 - 6.63%	110 - 7.74%	117 - 7.62%	111 - 7.04%	127 - 9.2%
Died	5 - 0.35%	6 - 0.42%	2 - 0.13%	4 - 0.25%	6 - 0.43%
Maxed Out	193 - 13.61%	185 - 13.02%	186 - 12.12%	192 - 12.18%	194 - 14.05%
NH Parole	636 - 44.85%	610 - 42.93%	704 - 45.86%	717 - 45.49%	632 - 45.76%
Released - not parole violated	34 - 2.40%	48 - 3.38%	25 - 1.63%	27 - 1.71%	52 - 3.77%
Returned to other jurisdictions	456 - 32.16%	462 - 32.51%	501 - 32.64%	525 - 33.31%	370 - 26.79%
TOTALS	1,418 - 100%	1,421 - 100%	1,535 - 100%	1,576 - 100%	1,381 - 100%

PRISONER POPULATION SINCE 1992 AS OF 6/30/2002



NH DEPARTMENT OF CORRECTIONS PRISON SENTENCES RECEIVED

FISCAL YEAR 2002



**NH DEPT OF CORRECTIONS
SENTENCE LENGTH**

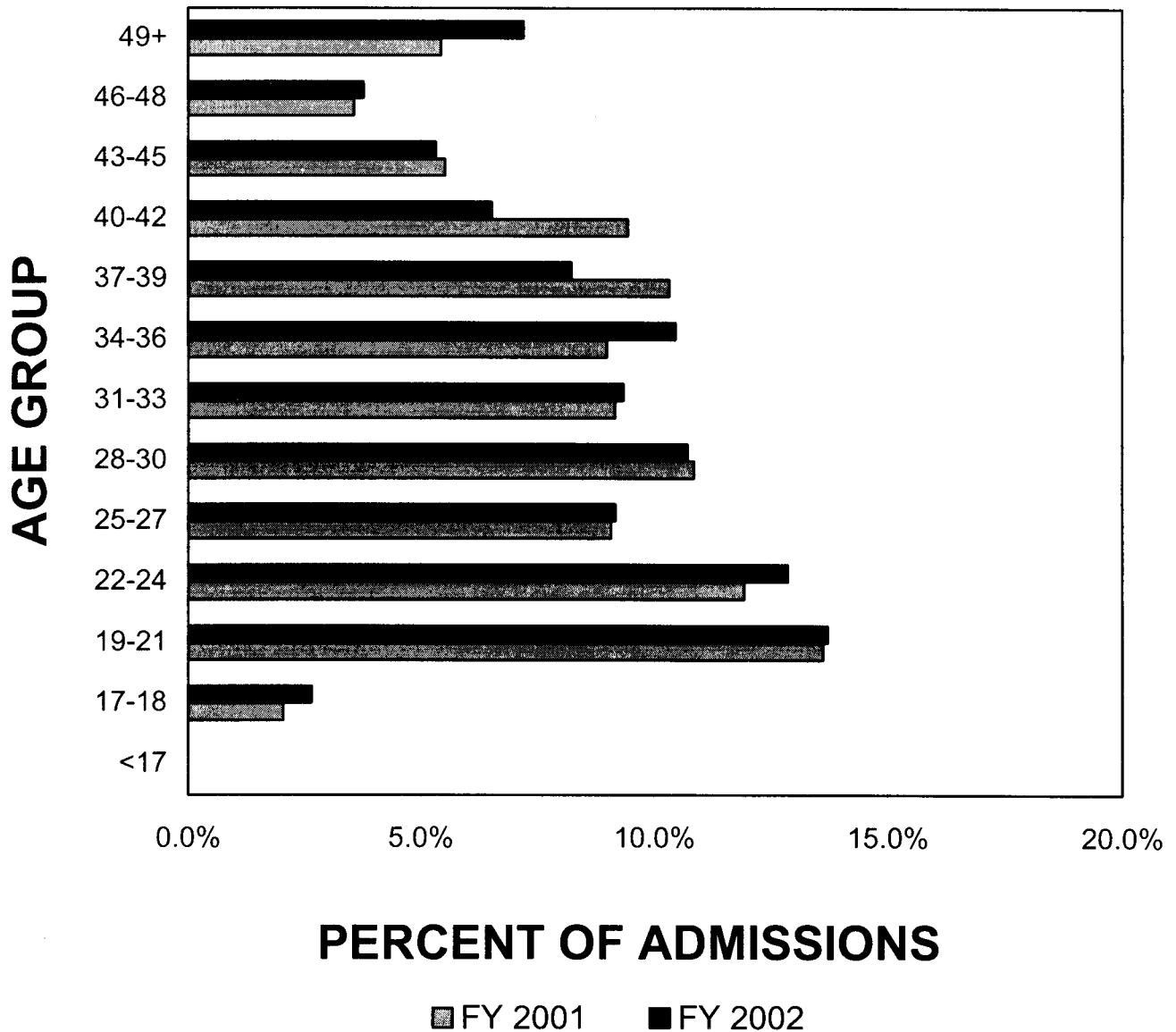
**INMATES
as of 6/30/2002** **% of
NH INMATES**

Less Than 1 Year	7	0.4%
1 to 2 Years	280	15.9%
2 to 4 Years	654	37.0%
4 to 6 Years	215	12.2%
6 to 8 Years	233	13.2%
8 to 10 Years	26	1.5%
10 to 15 Years	163	9.2%
15 to 25 Years	75	4.2%
More Than 25 Years	61	3.5%
Life with No Parole	52	2.9%
<hr/>		
Total	1766	
Violation of Parole	373	
Violation of Probation	343	
<hr/>		
Grand Total	2,482	

**NH DEPARTMENT OF CORRECTIONS
NH INMATE AGE DISTRIBUTION**

<u>Age Group</u>	<u>AS OF 6/30/2002</u>	<u>% TOTAL</u>	<u>CUM %</u>
<17	0	0.0%	0.0%
17-18	21	0.8%	0.8%
19-21	190	7.7%	8.5%
22-24	314	12.7%	21.2%
25-27	223	9.0%	30.1%
28-30	210	8.5%	38.6%
31-33	209	8.4%	47.0%
34-36	229	9.2%	56.2%
37-39	236	9.5%	65.8%
40-42	217	8.7%	74.5%
43-45	170	6.8%	81.3%
46-48	126	5.1%	86.4%
49+	337	13.6%	100.0%
	2,482	100.0%	

NH DEPARTMENT OF CORRECTIONS
AGE AT ADMISSION
FISCAL 2001 vs FISCAL 2002

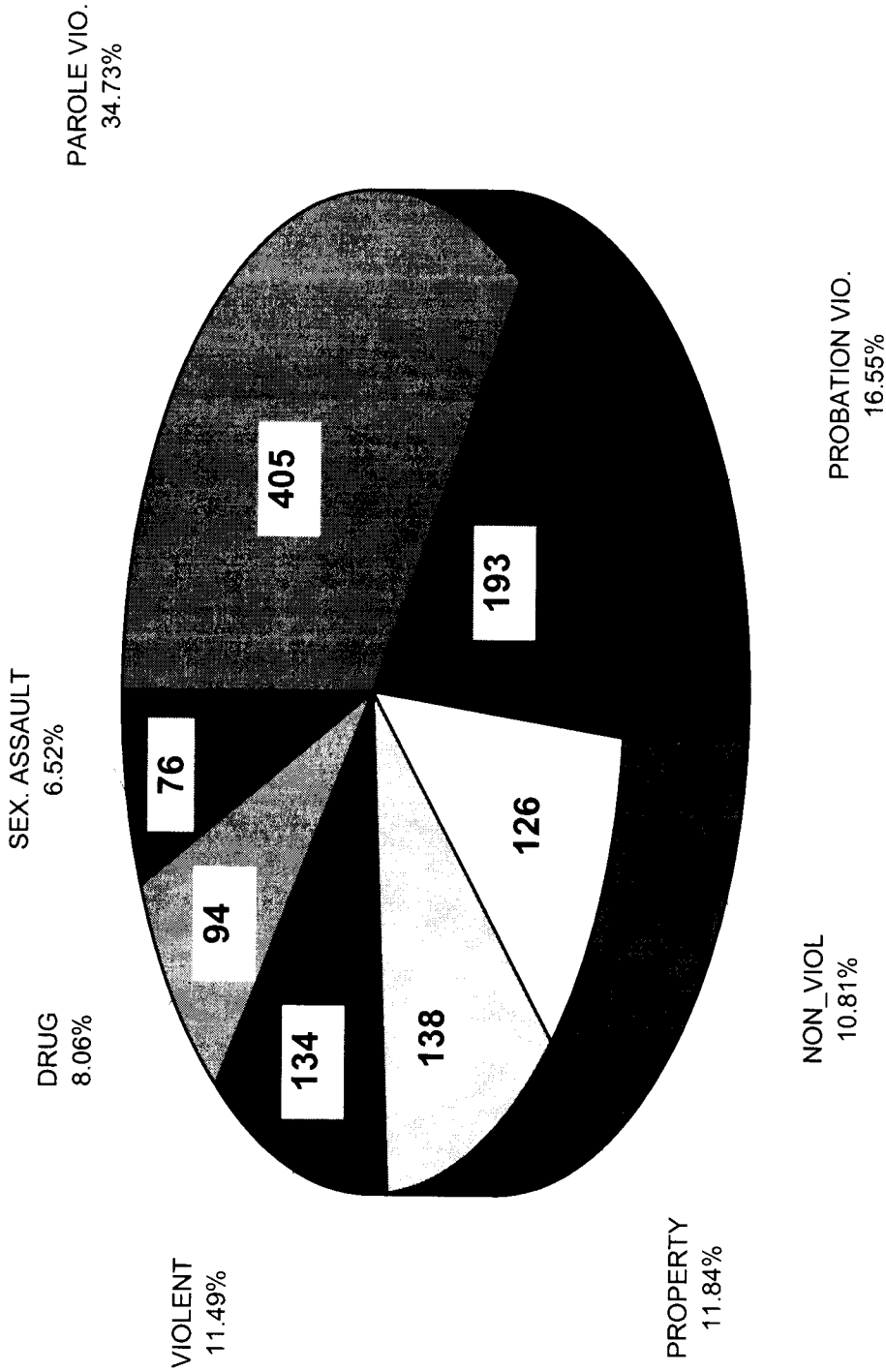


NH DEPARTMENT OF CORRECTIONS

AGE AT ADMISSION

<u>Age Group</u>	<u>FY2002</u>	<u>% TOTAL</u>	<u>CUM %</u>	<u>FY2001</u>	<u>% TOTAL</u>	<u>CUM %</u>
<17	0	0.0%	0.0%	0	0.0%	0.0%
17-18	31	2.7%	2.7%	23	2.0%	2.0%
19-21	160	13.7%	16.4%	153	13.6%	15.7%
22-24	150	12.9%	29.2%	134	11.9%	27.6%
25-27	107	9.2%	38.4%	102	9.1%	36.7%
28-30	125	10.7%	49.1%	122	10.9%	47.6%
31-33	109	9.3%	58.5%	103	9.2%	56.7%
34-36	122	10.5%	69.0%	101	9.0%	65.7%
37-39	96	8.2%	77.2%	116	10.3%	76.0%
40-42	76	6.5%	83.7%	106	9.4%	85.5%
43-45	62	5.3%	89.0%	62	5.5%	91.0%
46-48	44	3.8%	92.8%	40	3.6%	94.6%
49+	84	7.2%	100.0%	61	5.4%	100.0%
	1166	100.0%		1123	100.0%	

NH DEPARTMENT OF CORRECTIONS
ADMISSIONS BY CRIME TYPE
1166 ADMISSIONS FISCAL 2002



ANNUAL ADMISSIONS BY CRIME TYPE

	FY-98	FY-99	FY-00	FY-01	FY-02
Drug	106 (10.85%)	93 (8.88%)	109 (10.58%)	123 (10.95%)	94 (8.06%)
Non-Violent	106 (10.85%)	113 (10.79%)	114 (11.07%)	140 (12.47%)	126 (10.81%)
Parole Violation	331 (33.88%)	372 (35.53%)	360 (34.95%)	347 (30.9%)	405 (34.73%)
Probation Violation	122 (12.49%)	171 (16.33%)	152 (14.76%)	182 (16.21%)	193 (16.55%)
Property	107 (10.95%)	106 (10.12%)	117 (11.36%)	131 (11.67%)	138 (11.84%)
Sex Assault	80 (8.19%)	89 (8.50%)	78 (7.57%)	98 (8.73%)	76 (6.52%)
Violent	125 (12.79%)	103 (9.84%)	100 (9.71%)	102 (9.08%)	134 (11.49%)
TOTALS	977	1,047	1,030	1,123	1,166

**NH DEPARTMENT OF CORRECTIONS
CRIMES COMMITTED BY INMATES RECEIVED DURING FISCAL 2002**

Description	Number Admitted FY2002	% of Total
-----	-----	-----
	-	-
VIOLATION OF PAROLE	405	34.7%
PROBATION VIOLATION	193	16.6%
DRUGS-MFG, SALE, POSSESSION	94	8.1%
SEX OFFENSES	76	6.5%
TRAFFIC OFFENSES	74	6.3%
AGGRAVATED ASSAULT	70	6.0%
BURGLARY	53	4.5%
STOLEN PROPERTY	50	4.3%
ROBBERY	39	3.3%
HOMICIDE	22	1.9%
WEAPONS, CARRYING AND POSSESSION	20	1.7%
FORGERY AND COUNTERFEITING	17	1.5%
FRAUD	11	0.9%
ARSON	10	0.9%
LARCENY	7	0.6%
ESCAPE, AIDING AND ABETTING ESCAPE	6	0.5%
PROPERTY DAMAGE	6	0.5%
FAILURE TO APPEAR	4	0.3%
KIDNAPPING	4	0.3%
OBSTRUCTING THE POLICE	2	0.2%
OBSCENITY	2	0.2%
PUBLIC PEACE	1	0.1%
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	1166	100.0%

NH DEPARTMENT OF CORRECTIONS

ADMISSIONS AND RELEASE BY MONTH*

FISCAL YEAR 2002

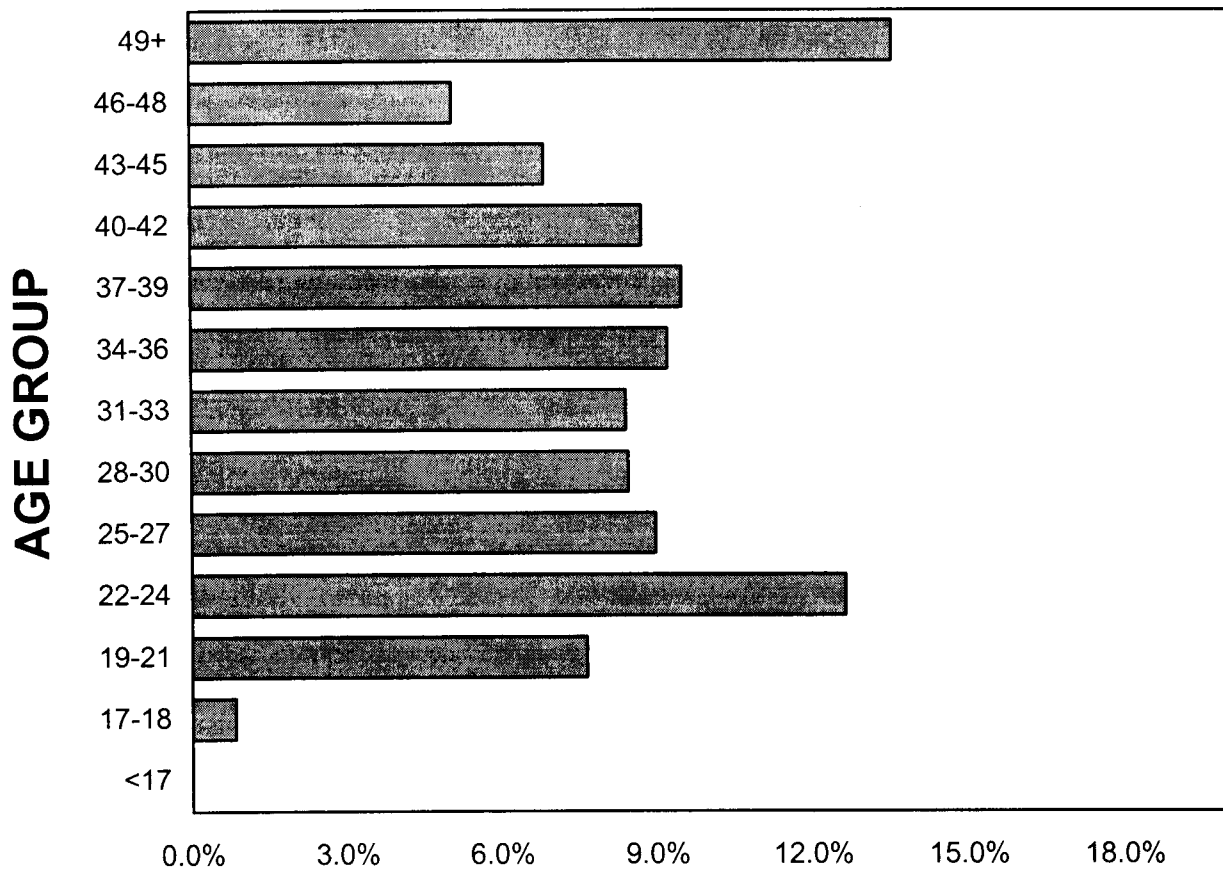
	ADM FY 2002	REL FY 2002
JULY	96	93
AUGUST	111	90
SEPTEMBER	83	70
OCTOBER	100	90
NOVEMBER	86	79
DECEMBER	88	81
JANUARY	101	90
FEBRUARY	78	56
MARCH	114	93
APRIL	122	83
MAY	100	112
JUNE	87	77
<hr/>		
TOTAL	1,166	1,014

**This data excludes inmates who are transfers from other jurisdictions.*

TOTAL ADMISSIONS

	FY-98	FY-99	FY-00	FY-01	FY-02
New Prisoners	524 - 36.19%	504 - 31.52%	518 - 31.49%	594 - 36.49%	568 - 36.76%
Parole Violators	331 - 22.86%	372 - 23.26%	360 - 21.88%	347 - 21.31%	405 - 26.21%
Probation Violators	122 - 8.43%	171 - 10.69%	152 - 9.24%	182 - 11.18%	193 - 12.49%
Transfers - Other Jurisdictions	471 - 32.53%	552 - 34.52%	615 - 37.39%	505 - 31.02%	379 - 24.53%
TOTALS	1,448 - 100%	1,597 - 100%	1,645 - 100%	1,628 - 100%	1,545 - 100%

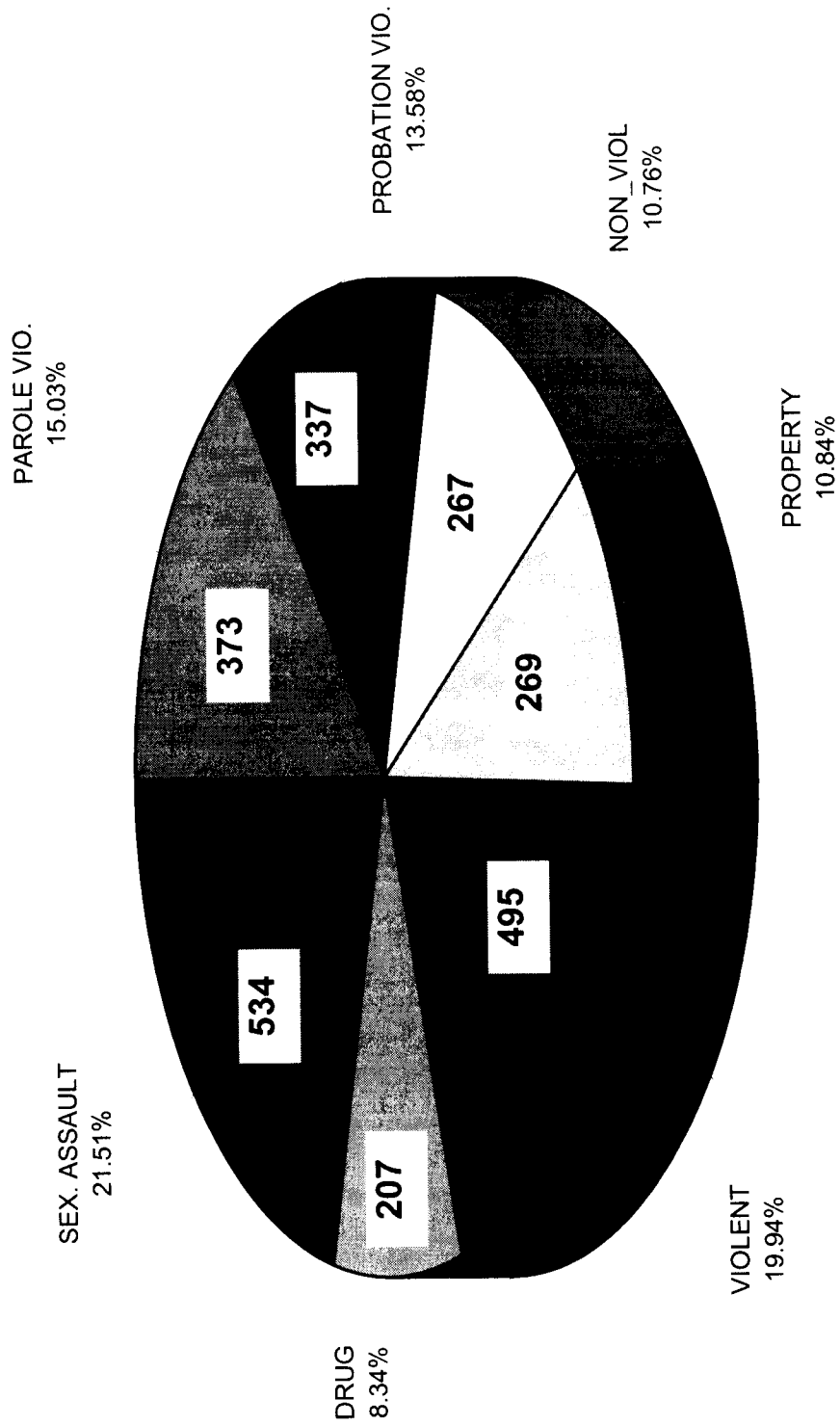
**NH DEPARTMENT OF CORRECTIONS
AGE DISTRIBUTION
NH INMATES AS OF 6/30/2002**



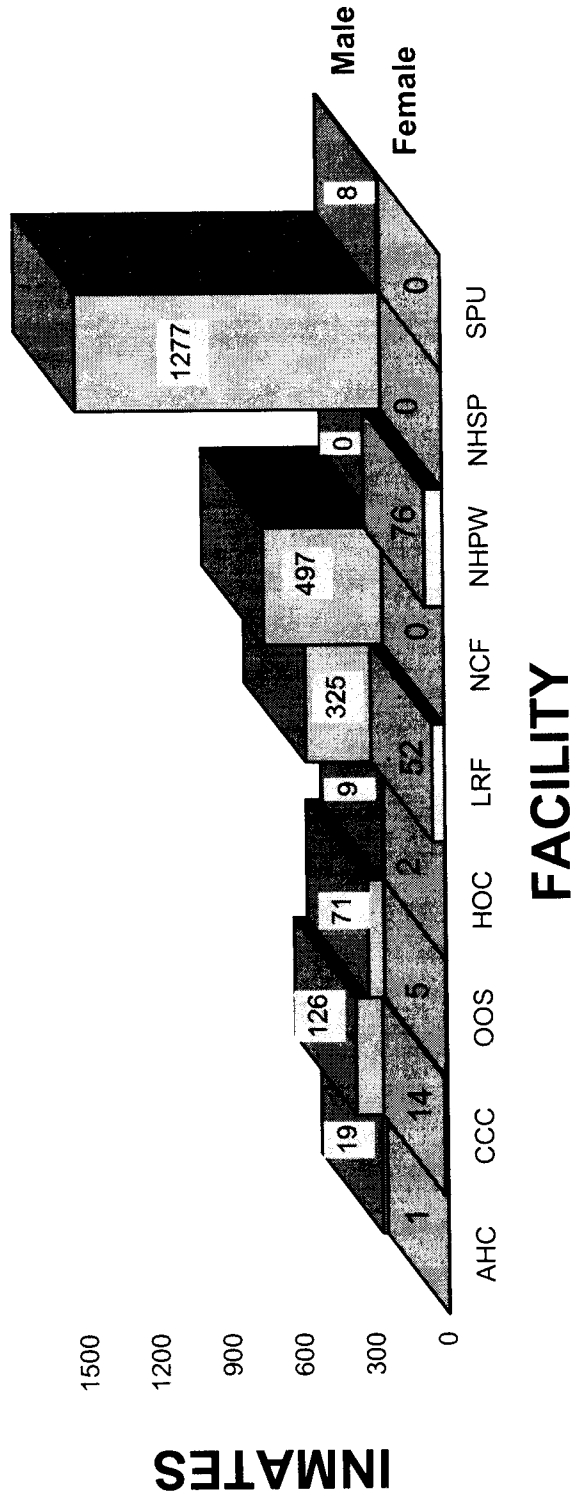
**NH DEPARTMENT OF CORRECTIONS
CRIMES COMMITTED BY INCARCERATED NH INMATES**

Description	# Incarcerated 06/30/02	% of Total
SEX OFFENSES	534	21.5%
VIOLATION OF PAROLE	373	15.0%
PROBATION VIOLATION	337	13.6%
HOMICIDE	224	9.0%
DRUGS-MFG, SALE, POSSESSION	207	8.3%
AGGRAVATED ASSAULT	164	6.6%
TRAFFIC OFFENSES	130	5.2%
BURGLARY	108	4.4%
STOLEN PROPERTY	100	4.0%
ROBBERY	91	3.7%
WEAPONS, CARRYING AND POSSESSION	54	2.2%
FORGERY & COUNTERFEITING	27	1.1%
ESCAPE, AIDING AND ABETTING ESCAPE	26	1.0%
ARSON	23	0.9%
FRAUD	22	0.9%
KIDNAPPING	14	0.6%
OBSTRUCTING THE POLICE	11	0.4%
LARCENY	10	0.4%
FAILURE TO APPEAR	7	0.3%
PROPERTY DAMAGE	7	0.3%
STOLEN VEHICLE	6	0.2%
PUBLIC PEACE	3	0.1%
OBSCENITY	3	0.1%
FAMILY OFFENSE	1	<0.1%
	2482	100.0%

NH INMATES BY CRIME TYPE
2482 as of 6/30/2002



NH DEPARTMENT OF CORRECTIONS NH INMATES BY FACILITY/GENDER as of 6/30/2002

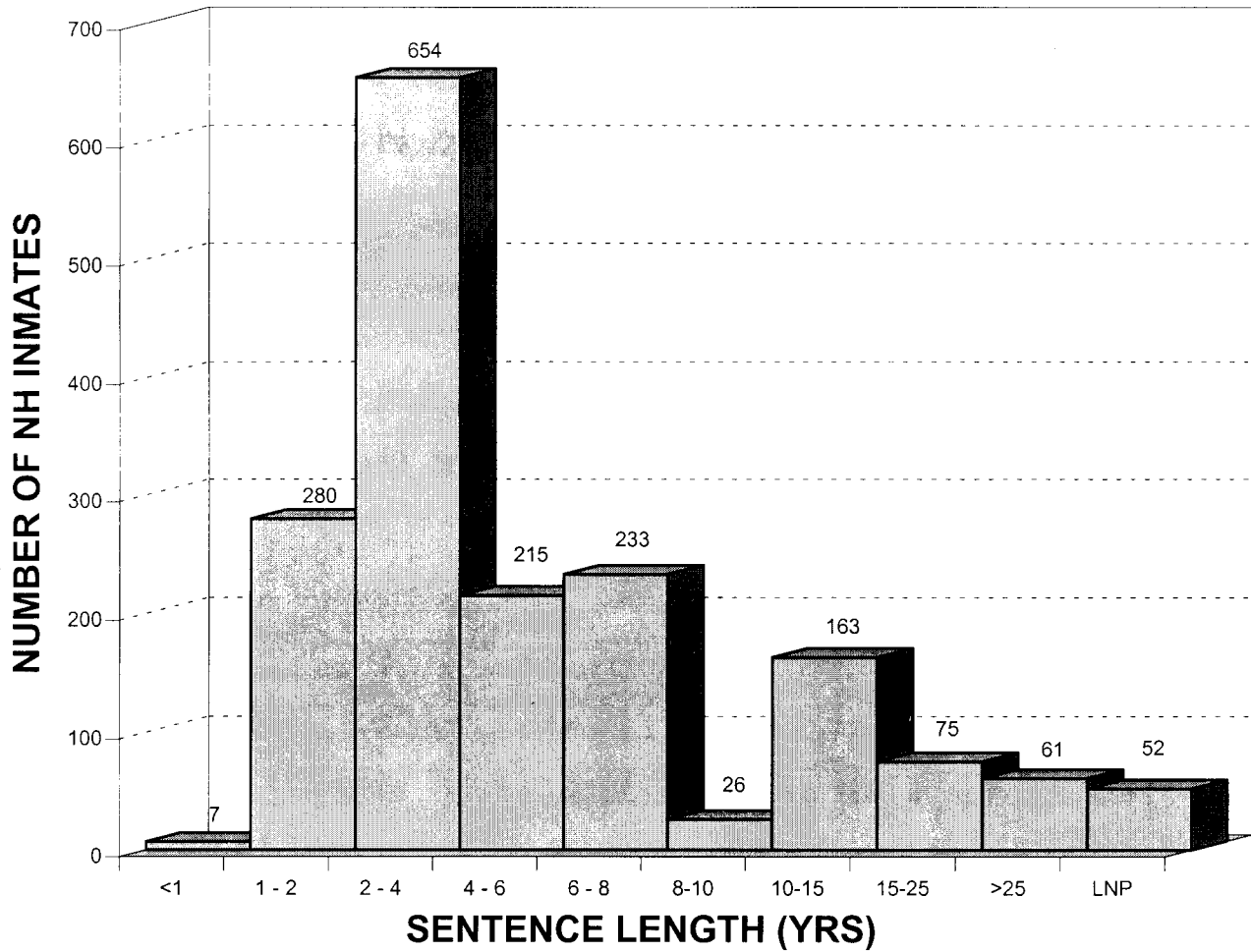


ANNUAL SENTENCES RECEIVED

Sentence Length	FY-98	FY-99	FY-00	FY-01	FY-02
Less Than 1 Year	5 (1.0%)	5 (1.0%)	9 (1.7%)	11 (1.9%)	8 (1.4%)
1-2 years	152 (29.0%)	151 (30.0%)	149 (28.8%)	195 (32.8%)	181 (31.9%)
2-4 years	271 (51.7%)	255 (50.6%)	263 (50.8%)	267 (44.9%)	268 (47.2%)
4-6 years	46 (8.8%)	37 (7.3%)	47 (9.1%)	52 (8.8%)	51 (9.0%)
6-8 years	23 (4.4%)	28 (5.6%)	23 (4.4%)	28 (4.7%)	21 (3.7%)
8-10 years	1 (0.2%)	4 (0.8%)	4 (0.8%)	6 (1.0%)	5 (0.9%)
10-25 years	16 (3.1%)	16 (3.2%)	11 (2.1%)	25 (4.2%)	21 (3.7%)
15-25 years	5 (1.0%)	3 (0.6%)	7 (1.4%)	4 (0.7%)	6 (1.1%)
More than 25 years	3 (0.6%)	2 (0.4%)	3 (0.6%)	2 (0.3%)	3 (.05%)
Life Without Parole	2 (0.4%)	3 (0.6%)	2 (0.4%)	4 (0.7%)	4 (0.7%)
Total	524	504	518	594	568
Violation of parole	331	372	360	347	405
Violation of Probation	122	171	152	182	193
Grand Total	977	1,047	1,030	1,123	1,166

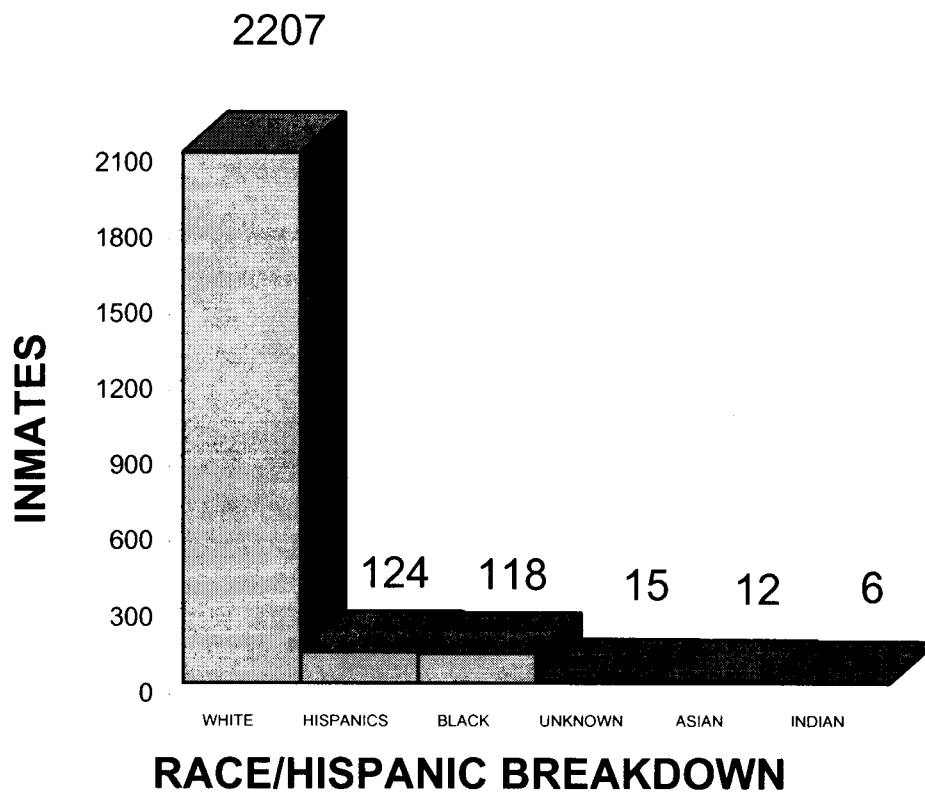
NH DEPARTMENT OF CORRECTIONS PRISON SENTENCES BEING SERVED

AS OF 6/30/2002



NH DEPARTMENT OF CORRECTIONS

NH INMATES AS OF 6/30/2002



NH DEPARTMENT OF CORRECTIONS

OFFENDERS HOUSED BY NH FOR OTHER JURISDICTIONS

ON 6/30/2002

NH COUNTIES

BELKNAP	1
CHESHIRE	1
HILLSBOROUGH	2
MERRIMACK	19
ROCKINGHAM	3
STRAFFORD	1
SULLIVAN	1
TOTAL	28

FEDERAL AGENCIES

BUREAU OF PRISONS	1
IMMIGRATION	4
US MARSHALLS	5
TOTAL	10

OTHER STATES

ARIZONA	2
CALIFORNIA	3
CONNECTICUT	11
FLORIDA	12
HAWAII	1
MAINE	10
MASSACHUSETTS	23
MINNESOTA	1
NEW JERSEY	2
RHODE ISLAND	8
UTAH	1
VERMONT	1
VIRGINIA	2
TOTAL	77

FIELD SERVICES

NH PAROLEE	5
TOTAL	5

GRAND TOTAL	120
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STATE OF NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

MISSION STATEMENT

To protect the public, offer offenders the opportunity for self improvement, and promote staff development and personal growth in a safe environment.

VALUES STATEMENT

The New Hampshire Department of Corrections is committed to fulfilling its mission by upholding the following values:

INTEGRITY

We will adhere to the highest ethical standards and accept responsibility for our decisions and actions.

RESPECT

We will treat all employees, offenders and the public with fairness, honesty, consideration and dignity while recognizing individual diversity.

PROFESSIONALISM

We will be firm, fair and consistent in the performance of our duties and responsibilities. As positive role models, we will take pride in maintaining the quality of our services through our performance, appearance and continued education and training. We will instill trust and teamwork by providing support to co-workers and promoting cooperation and open communication.